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# UNDERGRADUATE STUDENT HANDBOOK

2014-2016

TOURO  COLLEGE

[www.touro.edu](http://www.touro.edu)

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## **IMPORTANT NOTICE**

*This Catalog contains only general guidelines and information. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the policies and procedures of Touro. Some of the subjects described in this Catalog are covered in detail in official policy and procedure documents found online and elsewhere. You should refer to these documents for specific information, since this Catalog only briefly summarizes those policies. For that reason, if you have any questions concerning a particular policy or procedure, you should address your specific questions to the Office of Institutional Compliance. Please note that the terms of the full official policies are controlling in the case of any inconsistency.*

*This Catalog is neither written nor meant to confer any rights or privileges on students or impose any obligations on Touro. No individual or representative of Touro (except the President) has the authority to enter into any agreement or understanding contrary to the above.*

*This Catalog is written for informational purposes only and may contain errors. The policies, procedures and practices described herein may be modified, supplemented or discontinued in whole or in part, at any time with or without notice. All changes will be posted on the Touro website. Although we will attempt to inform you of any changes as they occur via the Touro e-mail assigned to you upon activating your myTouro portal account, it is nevertheless your responsibility to keep current on all College policies, procedures, and practices. Your assigned Touro e-mail address is the official method of contact for all such notices and for all Touro communication.*

*Students are required to investigate for themselves as to whether the program they enroll in meets their personal, educational and career needs. Different jurisdictions have different licensing requirements and standards. While students may expend significant sums associated with higher education, successful completion of a course, program, or degree is dependent on many factors. The payment of tuition permits a student to register and take the courses and programs available and offered by the Touro school or program in which the student is enrolled. Acceptance in a school or program does not form the basis of a contract. Indeed a student's acceptance may be revoked if it is later learned, among other things, that his or her qualifications have been misstated or overstated, or there is some other omission or misrepresentation. Except as noted in the paragraph below, no contract rights exist or are established in the student- educational institution setting by and between Touro and the student. To this end, you waive and Touro disclaims any contract or liability for promises, assurances, representations, warranties, or other statements made in its marketing or promotional materials, and makes absolutely no promises, assurances, representations, guarantees, warranties or other statements concerning our courses and programs and a student's academic success in them. Thus, you waive and Touro further disclaims any liability in tort in connection with any of the foregoing. In order for a degree to be earned, the required grades and grade point averages must be achieved and maintained, and all other requirements of the school and program must be fulfilled. These disclaimers are, in effect, covenants not to sue binding on students and are tacitly agreed to by a student's matriculation or continued matriculation in our programs.*

*Registration and matriculation at Touro after the issuance of this Catalog is consideration for and constitutes a student's knowing acceptance of the binding Alternative Dispute Resolution ("ADR") mechanisms (including binding arbitration) contained herein. Thus, any dispute, claim or controversy arising out of or related to your application, registration, matriculation, graduation or other separation from Touro and/or this Catalog, which is not resolved through Touro's internal mechanism shall be exclusively resolved through final and binding expedited arbitration conducted solely before the American Arbitration Association ("AAA"), or any successor in interest, in accordance with the AAA Rules then in effect. The location of the arbitration shall be at a convenient office on a Touro campus where the student is (or was last) affiliated. See "Arbitration of Disputes" provision for a more elaborate treatment.*

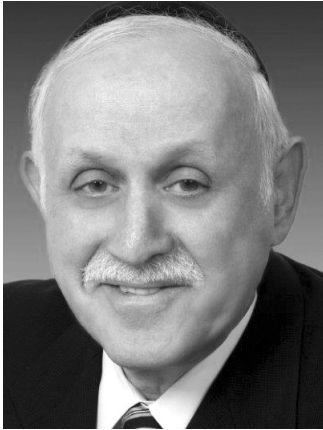
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## **Accreditation**

Touro College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, (267) 284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. Revised May 2015

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## MESSAGE FROM THE DEAN OF STUDENTS



Dear Student,

The 2014 – 2016 edition of The Touro College Student Handbook will serve as a useful resource manual during your studies at our College.

The Handbook is designed for undergraduate students enrolled in The Lander College of Arts & Sciences in Flatbush, The Lander College for Men in Queens, The Lander College for Women - The Anna Ruth and Mark Hasten School in Manhattan, the New York School of Career and Applied Studies (NYSCAS), The School for Lifelong Education (SLE), and The Institute for Professional Studies (Machon L'Parnasa).

You will find in this Handbook relevant information about academic policies and College requirements, administrative offices, advisement, counseling and support services, financial aid programs, as well as statements of student responsibilities and rights, as described in the College Code of Conduct and related regulations. You are expected to read this Handbook and become familiar with its content.

A successful student strives to be well informed. You should refer to the most recent edition of The Touro College Bulletin relating to your school / division to learn more about the College's academic programs, its majors and its degree requirements.

Touro College is a student-centered institution committed to providing educational opportunities and access to career advancement for diverse student populations. The journey to achieving your degree goals can be challenging and at times difficult. Our faculty, administrators and staff at various campus locations are committed to your success and sensitive to your needs. Do not hesitate to seek their guidance and assistance.

I extend to you my best wishes for success in your studies.

Sincerely,

A handwritten signature in black ink that reads "Robert Goldschmidt". The signature is written in a cursive style with a long horizontal flourish at the end.

Dr. Robert Goldschmidt  
Vice President and Dean of Students

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# I. UNDERGRADUATE ADMINISTRATION

## A. CENTRAL ACADEMIC ADMINISTRATION

### DEAN OF FACULTIES

The Dean of Faculties supervises the instructional staff and the curriculum. Specific duties of the Dean include academic planning, reviewing semester course schedules, making faculty appointments, preparing the faculty budget and presiding over the Academic Council.

Student issues and requests which should be brought to the attention of the Dean of Faculties include course conflicts, requests for independent and directed studies and tutorials, petitions to add a new course to the curriculum, and grade appeals after departmental channels have been exhausted. The Associate Dean of Faculties for NYSCAS carries out many of the same responsibilities in that division (see NYSCAS Listing).

DEAN STANLEY BOYLAN  
500 7th Avenue  
646-565-6000, ext. 55411, 55412  
[stanleyb@touro.edu](mailto:stanleyb@touro.edu)

DEAN DONNE KAMPEL  
Associate Dean of Faculties  
43 West 23rd Street, Room 322  
(212)463-0400 EXT 5274  
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DEAN LEON PERKAL  
Associate Dean of Faculties,  
NYSCAS  
27 West 23rd Street  
212-463-0400 Ext. 5350  
[leonp@touro.edu](mailto:leonp@touro.edu)

### DEAN OF THE UNDERGRADUATE SCHOOL OF BUSINESS

The Dean of the Undergraduate Business School has overall responsibility for the faculty and curriculum in the areas of Accounting, Economics, Finance, Management and Marketing. He also serves as a resident senior academic dean at the Lander College in Flatbush.

DEAN BARRY BRESSLER  
1602 Ave J, Room 202  
Brooklyn, NY 11230  
(718) 252-7800, ext. 235  
fax: (718) 253-9455  
[bbressler@touro.edu](mailto:bbressler@touro.edu)

### DEAN OF STUDENTS

The Dean of Students has the overall responsibility for student development, including advisement and counseling, orientation, career placement, and student disciplinary procedures. The Dean maintains liaison with student organizations and, as ombudsman, deals with student complaints and concerns.

The Dean also has executive oversight authority for the management of the college's Lander College in Flatbush. Additionally, he serves as the college's accreditation liaison officer to the Middle States Commission on Higher Education.

The senior staff of this office includes the Dean of Advisement and Counseling, the Associate Dean of Students, the Director of the Israel Option Program and the Director of Admissions for the Lander Colleges.

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DEAN ROBERT GOLDSCHMIDT  
1602 Avenue J, Room 202  
Brooklyn, New York 11230  
(718) 252-7800, ext. 234  
fax: (718) 253-9455  
27-33 West 23rd Street, Room 311  
(212) 463-0400,  
ext. 5419, 5421  
Fax: (212) 414-9249  
[robertgo@touro.edu](mailto:robertgo@touro.edu)

### **DEAN OF ADVISEMENT AND COUNSELING**

The Dean of Advisement and Counseling reports to the Dean of Students. He supervises implementation of advisement and counseling policies, procedures, and services throughout Touro College. He directly supervises the advisement and counseling staff in the Lander College of Arts and Sciences and the School of Career and Applied Studies. He is responsible for the preparation of various publications, handouts and guides for students. He also coordinates disability services for the undergraduate programs and serves as chair of the Committee on Academic Standing. (CAS)

Students who have academic or personal problems should feel free to contact the Dean of Advisement and Counseling. The Dean also supervises preparation of course schedules for the Flatbush branch campus and the administration of final examinations at that location.

DEAN AVERY M. HOROWITZ  
1602 Avenue J Room 211B  
718-252-7800, ext. 253  
[averymh@touro.edu](mailto:averymh@touro.edu)

### **DIRECTOR OF LIBRARIES**

The Director of Libraries is responsible for the development and functioning of the college's libraries. Touro College maintains a multi-campus library system. Books and periodical collections, supporting course offerings, are situated at every center and site. Many other libraries are available to Touro students because of Touro's membership in several cooperative organizations. Touro is a member of METRO, which provides students access to many metropolitan area college and university libraries.

MRS. BASHE SIMON  
Director of Libraries  
1602 Avenue J, Floor C1  
(718) 252-7800, Ext. 226  
(212) 463-0400, Ext. 5523  
[simonb@touro.edu](mailto:simonb@touro.edu)

### **OFFICE OF DISABILITIES SERVICES**

The Office of Disabilities Services deals with students who have special needs. It provides both counseling and special services when required.

### **DIRECTOR OF DISABILITIES SERVICES**

Dr. Joel Dickstein  
1602 Avenue J, Room 405  
(718) 252-7800 ext. 273  
[joel.dickstein@touro.edu](mailto:joel.dickstein@touro.edu)

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## **B. STUDENT SUPPORT SERVICES ADMINISTRATION**

### **VICE PRESIDENT OF STUDENT SERVICES**

The Vice President of Student Administrative Services supervises the offices of Admissions, Registrar, Financial Aid, Bursar and Student Systems. He coordinates all student service related activities across the institution and monitors the college's compliance with relevant Federal, State and local laws. He supervises student records functions and ensures that they provide excellent, efficient, timely, and regulatory-compliant services.

MR. MATTHEW BONILLA  
27-33 West 23rd Street, Room 201  
(212) 463-0400, ext.5656  
[matthew.bonilla2@touro.edu](mailto:matthew.bonilla2@touro.edu)

### **OFFICE OF THE REGISTRAR**

The Office of the Registrar maintains students' academic records. The functions of this office include:

1. Coordinating semester course registration;
2. Preparing official transcripts;
3. Evaluating transfer credits for enrolled students;
4. Processing Change of Address, Change of Name, Leave of Absence and other forms;
5. Handling matters pertaining to veterans;
6. Verifying whether students meet graduation requirements;
7. Processing certificates of full-time status for insurance, licensing, etc.;

8. Issuing diplomas upon graduation;
  9. Advising foreign students on maintaining student status.
- The locations of the Office of the Registrar include:

- West 23rd Street Campus, 2nd Floor  
(212) 463-0400 ext. 5635
- Flatbush Campus, Room 217  
(718) 252-7800 ext. 223 and 248
- Lander College for Women, Room 101  
(212) 287-3500 ext. 3520
- Lander College for Men, Kew Gardens Hills, Room 225  
(718) 820-4928

At other Touro locations, please see the site coordinator for referral.

### **UNIVERSITY REGISTRAR**

Ms. Lidia Meindl  
27-33 West 23rd Street  
(212) 463-0400 ext. 5445  
[lidia.meindl@touro.edu](mailto:lidia.meindl@touro.edu)

### **SENIOR ASSOCIATE REGISTRAR, UNDERGRADUATE PROGRAMS**

Ms. Regina Tekmyster  
1602 Avenue J, Room 217  
(718) 252-7800 ext. 225  
(212)463-0400 ext. 5319  
[reginat@touro.edu](mailto:reginat@touro.edu)

### **OFFICE OF FINANCIAL AID**

This office is responsible for the processing and packaging of Federal, State, City and Touro Grants and loan applications. It also supervises the College Work Study Program. Information about

the Free Application for Federal Student Aid (FAFSA) application, required for all financial aid, is provided by the staff in this office. All questions about financial aid should be directed to this office. Students and/or their parents who need assistance in filling out the FAFSA application should make an appointment with a financial aid counselor.

The main locations of the Office of Financial Aid include:

- West 23rd Street Campus, 2nd Floor  
(212) 463-0400 Ext. 5627
- Flatbush Campus, 1602 Avenue J, Room 215,  
(718) 252-7800 Ext. 231 & 259
- Lander College for Men, Kew Gardens Hills, Room 226  
(718) 820-4930

In addition, many other Touro Centers have their own financial aid counselors.

### **DIRECTOR OF FINANCIAL AID/COMPLIANCE**

Margherite Powell  
Executive Director of Financial Aid and Compliance  
[margherite.powell5@touro.edu](mailto:margherite.powell5@touro.edu)

Barbara M. Sylvester  
Director of Financial Aid  
[barbara.sylvester@touro.edu](mailto:barbara.sylvester@touro.edu)

Raquel Lipschitz  
Associate Director of Compliance  
[raquel.lipschitz@touro.edu](mailto:raquel.lipschitz@touro.edu)

Yelena Volis  
Associate Director of Financial Aid  
[yelena.volis@touro.edu](mailto:yelena.volis@touro.edu)

### **OFFICE OF THE BURSAR**

The Bursar issues tuition bills, collects tuition payments, and processes refunds. Candidates for graduation must obtain bursarial clearance before receiving their diplomas. In accordance with College policy, transcripts and diplomas are not issued to students with outstanding tuition balances.

Students who have questions or problems relating to their tuition bills should contact this office immediately.

The locations of the Bursar's Office are:

- 27 West 23rd Street, New York, NY  
(212) 463-0400 ext. 5154
- 500 7th Avenue, New York, NY  
646-565-6000
- 1602 Avenue J, Room 213 Brooklyn, NY  
(718) 252-7800 Ext. 236
- Lander College for Men in Flushing, NY  
Room 226  
(718) 820-4931

### **DIRECTOR OF STUDENT FINANCES AND BURSAR**

Ms. Myriam Elefant  
500 7th Avenue  
New York, NY  
(646) 565-6000 ext. 55718  
[myriam.elefant@touro.edu](mailto:myriam.elefant@touro.edu)

### **OFFICE OF CAREER SERVICES**

The mission of the Office of Career Services is to (1) prepare students to get an internship, part-time and/or full-time position, (2) establish connections with employers, and (3) provide the means for students to be able to meet

with employers.

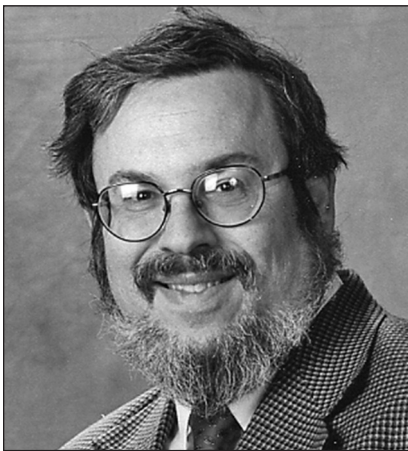
Students are advised to meet with Career Services early in their academic career in order to prepare for a job or internship. Preparation is the student's responsibility and includes career selection, resume writing, interviewing, networking and job search strategies. Securing employment is a process, not an event.

Career Services staff members are located at the Lander College of Arts and Sciences in Flatbush, Lander College for Women in Manhattan and the Lander College for Men in Queens.

The New York School of Careers and Applied Studies' career specialists are located at the Touro College Computer Center in Brooklyn and Manhattan.

## **DIRECTOR OF CAREER SERVICES**

Mr. Ron Ansel  
1602 Avenue J, Room 414  
(718) 252-7800 ext. 252  
[ransel@touro.edu](mailto:ransel@touro.edu)



**Dr. Avery Horowitz**  
**Dean of Advisement and**  
**Counseling**

## **C. COMMITTEES DEALING WITH STUDENT ISSUES**

### **COMMITTEE ON ACADEMIC STANDING**

The Committee on Academic Standing (CAS) deals with the academic problems of students and student appeals. This committee is composed of deans, administrators, faculty and advisors from the various undergraduate schools of the college. The committee hears student requests for readmission, waivers of academic requirements, acceptance of course equivalents, grade appeals, and retroactive withdrawals from courses or leaves of absence from school and TAP waivers. The committee also hears appeals from students concerning probation and academic dismissals. The committee's decisions are final.

Academic advisors provide assistance in preparing written appeals and then submit these appeals to the committee. For details on how to file an appeal with The Committee on Academic Standing, please see page 35 in this handbook and/or contact an advisor/ counselor for further assistance.

### **LIFE EXPERIENCE COMMITTEE**

The Life Experience Committee monitors guidelines for awarding credits for life experience and independent learning and evaluates the portfolios submitted by applicants for such credits. Please see the information on page 16 in this handbook, about how to file a request with this committee.

For more information, you may con-



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tact the chairperson of the Life Experience Committee, Dr. Ezra Gampel, at (718) 252-7800 ext. 274, email: [egampel@touro.edu](mailto:egampel@touro.edu) or speak to an advisor/counselor at your location.

## **STUDENT AFFAIRS COMMITTEE**

This committee has jurisdiction over all matters pertaining to student life and student activities. The committee may impose disciplinary actions for violations of college rules and hears appeals from students concerning disciplinary sanctions imposed by the Dean of Students or his designees. Determinations by the committee may be made in the absence of the student, as long as adequate notice is provided. The committee's decisions are final.

For further information, contact an advisor/counselor at your location.

## **II. ACADEMIC POLICIES**

### **A. ATTENDANCE AND WITHDRAWAL**

#### **CLASS ATTENDANCE**

The classroom experience is considered a vital part of the educational experience at Touro College. To maintain satisfactory grades, regular class attendance is necessary. Excessive absence may result in poor or failing grades. **Student attendance may be taken into consideration by faculty when assigning final grades.**

Absence from class never excuses a student from required assignments and course examinations. Students who are

absent must make up the missed work. Students with situations that prevent them from attending class must inform their instructors and the academic advisor at their campus center.

#### **LATENESS**

Classes begin promptly at the time indicated in the schedule. Arriving to class late is disrespectful and disturbs the rest of the class. Latecomers may, at the discretion of the instructor, be denied admission to the class and/or incur an absence.

#### **FINAL EXAMINATION ABSENCES AND OVERDUE COURSE WORK**

Failure to take the originally scheduled final exam, or to submit course work by the semester's end, may result in a tentative grade of TC- through TF at the instructor's discretion. A student who has not taken a final exam due to illness or other comparable emergency may be allowed to take a make-up final. The student must first obtain the instructor's consent for the make-up final and then submit corroborating documentation attesting to the reason for the missed exam to the Advisement Office at the Flatbush Campus. Approval for the student to take the make-up final exam is rendered by the Dean of Faculties, Dean Stanley Boylan. At all other locations this decision is in the hands of the Site Director and course instructor. Make-up final exams are administered on specifically specified dates about six weeks after the start of the next semester (excluding summer sessions.) Overdue course work must be submitted by the end of the sixth week after the start of the next semester. If the make-

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up final exam is not taken, or the missing course work is not completed and submitted to the instructor by the sixth week deadline, the tentative grade will become a permanent part of the student's transcript.

## **LEAVE OF ABSENCE**

A student's personal situation (employment, health, child care, financial difficulties, etc.) may prevent him/her from attending classes for an extended period of time. Students in such circumstances should contact an advisor/counselor.

Students who wish to take a leave of absence for a semester or year must complete a Leave of Absence form and file it with the Office of the Registrar. This form must be signed by an advisor/counselor, financial aid officer, the Bursar and a Dean. Students who have already registered for courses must also file an Add/Drop form dropping all of their courses prior to the start of the requested leave of absence. A leave of absence is valid for up to two semesters. A second Leave of Absence Form must be submitted to extend the leave of absence for a second year.

Students on leave may not receive transfer credit for courses taken at another institution without prior written permission from Touro.

Students who do not file a Leave of Absence Form must file an Application for Readmission. If accepted, they are then responsible for meeting all academic requirements in place at the time of readmission.

## **WITHDRAWAL FROM SPECIFIC CLASSES**

Students may drop courses during the first eight weeks of the Fall or Spring semester and up to the midpoint of the Summer semester. **Students who withdraw from only some of their classes after the start of the semester will have a full tuition obligation for that semester.**

Courses dropped during the first two official calendar weeks of the fall and spring semesters or during the first few days of the summer semester will not appear on a student's transcript, but do cause the student to incur financial liability. A withdrawal made after this time will appear on the transcript with the notation of "W" (withdrawn). This notation will not affect the grade point average. All program changes require that the student fill out an Add/Drop Form, and obtain an advisor/counselor's signature.

The deadline to withdraw from a course and submit the form to the Registrar's Office is the end of the eighth week of the semester. Students who leave a course without filing the appropriate form will receive a grade of WU, which is calculated in the GPA as an F. They also incur full tuition liability.

Withdrawal from a course may affect the individual's standing as a full-time student and eligibility for current and future financial aid, which requires a full-time student status. Students should consult with the Office of Financial Aid prior to withdrawing from a course.

Students who experience extenuating circumstances (such as serious illness) after the eighth week of the semester should contact their advisor/counselor as

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soon as possible. The advisor/ counselor will take up the issues with the Dean on the student's behalf.

## **WITHDRAWAL FROM THE COLLEGE**

A student who wishes to withdraw from the college and does not expect to return should complete a *Leave of Absence* or *Permanent Withdrawal form*.

Students who withdraw from the college at the beginning of a semester may be entitled to a partial refund of the total semester's tuition. A schedule of tuition refunds is printed in the Touro College Bulletin. Students should not assume that filing a Leave of Absence or Permanent Withdrawal form implies that the requests have been granted. They must receive official notification of approval from the Office of the Registrar.

## **B. COURSES AND CREDITS**

### **COURSE CREDITS**

All courses, except developmental courses, carry a certain number of academic credits. Most classes are 3 or 4 credits. For the bachelor's degree, students need to complete at least 120 credits; the associate's degree requires at least 60 credits. Some majors require more than the minimum number of credits for graduation.

### **COURSE CREDIT LOAD**

Students who have been admitted without any restrictions may register for up to 18 credits per semester in the Fall and Spring. Only under exceptional circumstances will students be allowed to register for more than 18 credits.

Overloads above 18 credits require a Dean's approval.

Students who have been admitted on probation, as well as students who have been placed on probation because their college grade point average has dropped below 2.00 ("C" average), are restricted to a maximum load of 12-13 credits per semester. Students who have been admitted on a non-matriculated basis due to academic deficiencies or who have visiting student status may not register for more than 9 credits per semester (regardless of GPA).

These credit loads include all credits a student is taking in other institutions during the given term.

During the first summer semester, students are restricted to a maximum of seven credits and during the second summer semester the maximum credit load is six credits.

### **CORE COURSES**

Each Touro division requires students to complete a set of core courses in the liberal arts specific to that division. These courses are designed to provide students with exposure to a broad range of subjects.

In addition to the specific subject matter of the core courses, students are expected to develop core competencies in such skills areas as reading, writing, vocabulary, speaking, listening, mathematics, information retrieval, and critical thinking.

Students are required to take core writing courses during their first semesters on campus. In addition, students are urged to take core courses each semester and not to leave all their core requirements for the end of their college

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stay. This is especially true for core courses which are prerequisites for more advanced study in many majors.

Core requirements in various divisions are changed from time to time, most recently effective May 2008. Students must meet the requirements in effect when they first began taking courses at a Touro College location.

## **DEVELOPMENTAL COURSES**

Poor communication skills often hinder students from succeeding in college. Students who demonstrate through a placement examination the need for intensive instruction in language may be required to complete Developmental English or ESL courses before taking Introduction to College Writing.

Developmental courses are designed to help students improve reading, writing, speaking, listening, thinking and study skills. Developmental classes do not carry academic credits. However, developmental courses count toward the credit load required to qualify for financial aid.

The college also offers developmental courses in mathematics.

## **DEAN'S LIST**

A student is eligible for the semester's Dean's List if he/she completes 12 credits or more with a GPA of 3.4 or higher. Courses completed abroad or outside of Touro College do not count towards the Dean's List.

## **DROPPING AND ADDING COURSES**

Students who wish to add or drop a course must fill out and submit an Add/Drop Form. These forms must be

signed by an advisor/counselor and must be filed with the Office of the Registrar. Students who stop attending a class without submitting an Add/Drop Form will receive a failing grade in that class.

Students may add courses to their program only within the first two official calendar weeks of the Fall or Spring semesters and within the first two days of the Summer semester.

The policy for dropping classes is as follows:

(a) Classes dropped through the second week of the fall and spring semesters and through the add/drop period of the summer semesters will not appear on the student's official transcript. Students do, however, incur a financial liability

(b) Courses dropped from the third week through the eighth week of the semester (or Summer session equivalent) are shown on the transcript as a "W" (Withdrawal).

(c) After the eighth week of the Fall or Spring semester, and the midpoint of the Summer semester, students may withdraw from a course only for the most urgent reasons and only with the written permission of the Dean of Faculties or his designees.

The effective date of the program change is the day that the Add/Drop is received by the Office of the Registrar. Since dropping courses can affect financial aid eligibility, students are urged to consult with the Office of Financial Aid and with an advisor/counselor before withdrawing to make sure that they retain their eligibility for financial aid in both the current and future semesters

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## **FULL-TIME STATUS**

During the Fall and Spring semesters, students must take at least 12 credits or semester hours to be considered full-time. Students taking less than 12 credits are considered part time. Many financial aid programs require that the student be enrolled full-time.

Dropping a class during the semester may affect the full-time status of a student and may make the student ineligible for government grants in the following semesters. Non-credit developmental courses can count toward a student's full-time status for financial aid eligibility.

Courses taken at other institutions, even with valid permission, may not count toward full-time status for financial aid purposes. Credits earned through CLEP examinations or other challenge examinations do not count toward full-time status for financial aid purposes.

Some health insurance companies may require that students be registered full-time to be covered on some parental insurance plans.

## **ONLINE COURSES**

The college offers a limited number of courses. No more than two courses can be taken online per semester. You can only register for an on-line course if you satisfy all of the following:

- You are not on probation.
- You have completed at least one full-time semester at Touro College.
- You have at least a 3.0 (B) cumulative grade point average earned at Touro College.
- You are not in an Associate's Degree or Certificate program.

The academic computing depart-

ment issues a handbook with additional information about online courses including a "self-test" to determine if taking such courses is in your best interest.

## **PASS/FAIL OPTION**

The following policy applies to students who are interested in taking a course on a pass/fail basis (without the standard A-F letter grades).

1. Baccalaureate degree candidates may register for one course on a Pass/Fail basis each semester of their sophomore, junior, and senior years, up to a maximum of six Pass/Fail courses.

2. Students who are on probationary or provisional status may not take a Pass/Fail course.

3. Required courses and courses within one's major cannot be taken on a Pass/Fail basis.

4. Students may arrange to take a Pass/Fail course by filling out a Pass/Fail Request Form and submitting it to the Office of the Registrar before the end of the second week of classes. Please check with the Registrar that your application has been approved.

5. The Pass/Fail election may not be removed after the second week of the Fall and Spring semesters and the first few days of each Summer session.

## **PLACEMENT EXAMINATIONS**

Placement examinations, in English and mathematics, are given to entering degree students in the Fall and Spring semesters during orientation or at other times with departmental permission.

Baccalaureate students who register at Touro for the first time in the Summer semester should take these examinations in September.

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The English Placement Exam, required for all students, determines whether a student is required to register for developmental courses, Introduction to English Composition, English Composition I, or English Composition II. It is also required if an exemption from the English Composition requirement is to be granted. In the baccalaureate program, the placement test must be taken even if a student has already completed a college-level composition course at another college.

The Mathematics Placement Test is also used for counseling and advisement purposes. This test measures proficiency in the field of mathematics. On the basis of scores earned, students may be placed into Developmental Mathematics, College Mathematics, Pre-Calculus, or Calculus I.

Many majors offered at Touro, including majors in accounting and business, as well as the biological and physical sciences and the Special Education major, require courses in mathematics. Students with these majors who fail to demonstrate basic proficiency on the placement examination must complete a course in Developmental Mathematics and/or College Mathematics. (Note that Developmental Mathematics is not offered in all divisions). Students are urged to complete their mathematics requirement as early in their college career as possible.

## **PROBATIONARY STATUS**

Students who are admitted on probation may be removed from probation upon completing 12 credits with a grade point average of 2.5 or by completing 24 credits with a grade point average of 2.0.

Probationary students who fail to achieve the 2.0 grade point average within the designated time may be dismissed from the college.

Students are placed on probation when they fail to maintain a 2.0 grade point average. Probationary students are given one semester to raise their GPA to 2.5 or two semesters to raise their GPA to 2.0. Probationary students who do not achieve a GPA of 2.0 within the designated time may be dismissed from the college.

Some departments within the college may require students to maintain a GPA that is higher than 2.0. Students who fail to meet the departmental standard may be required to change their concentration or major.

## **PURSUIT OF PROGRAM (FOR FINANCIAL AID ELIGIBILITY)**

A student who receives a Tuition Assistance Grant award from the New York State Tuition Assistance Program (TAP) is required to complete at least 6 credits or hours each semester of the first year in which he/she receives an award, 9 credits in each semester of the second year, and 12 credits in each semester of the third and fourth years with a grade other than “W” or “WU.”

Students who withdraw from courses in any semester may become ineligible to receive grants from TAP for the subsequent semester unless they receive a one-time TAP waiver. To request a waiver, students need to file an appeal, supported by appropriate documentation, with the Committee on Academic Standing. To be eligible for TAP after the third year, students must be matriculated toward a bachelor's degree.

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## **REMEDIAL COURSES**

Students enrolled in remedial or developmental courses based on academic deficiencies are expected to demonstrate continued satisfactory progress in their remedial courses. A remedial course may be repeated only once. A student who fails the same remedial course twice is not considered to be making satisfactory progress and may be dismissed from the college. A student who withdraws from a remedial course after five weeks of the semester may be considered to be repeating the course upon his/her next attempt at the course.

## **REPEATING A FAILED COURSE**

A student may repeat any failed course without obtaining special permission. However, both courses will appear on the official transcript and both grades will be counted in calculating the student's grade point average.

## **REPEATING A PASSED COURSE**

A student who has taken and passed a course and wishes to repeat the course may do so only once in his/her career at Touro. After this, the same course or any other passed courses may not be repeated. A student may only repeat a course in which a grade of B- through D- has been received and if the overall grade point average in that semester is at least 3.0, excluding the course being repeated. Both courses will appear on the student's permanent record. The first course will have its credit value (e.g. 3.0) changed to 0.0 (no credit), but the grade will remain on the record.

The grade for the repeated course will appear with the credit earned. Only the

second grade earned will be counted in the grade point average. The repeated passed course will not count towards the student's minimum credit load for financial aid purposes.

The student must fill out a Request To Repeat A Passed Course form and submit it to the Office of the Registrar at the time of registration. Failure to submit this form may result in the loss of credit for the second grade earned.

In cases where the student has received permission to take a course at another college and/or submits a transcript to the Office of the Registrar that indicates passing transferable grades (i.e. C or better), the course(s) may not be repeated at Touro College. If repeated at Touro, credit will be denied for the repeated course, although the grade for that course will be allowed to remain on the student's record.

## **RESTRICTED ENTRY MAJORS**

Both the Accounting/CPA major and the Special Education major are restricted to those students who have achieved superior results in their basic courses. Consult with departmental faculty advisors for the specific requirements for entry into these programs.

## **SATISFACTORY PROGRESS**

In order to maintain good academic standing, a student must also demonstrate satisfactory progress toward completing his/her certificate or degree. This progress is measured in terms of the Academic Standard Charts. (see page 76).

When an undergraduate transfer student is admitted to Touro, he/she is placed on Academic Standard Chart "A"

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in accordance with the number of transfer credits he/she receives. Transfer students are expected to progress along the chart from that point. Transfer students should consult the Office of the Registrar to ascertain their position on the Academic Standard Chart.

## **STUDENT REVIEW OF GRADED FINAL EXAMINATIONS**

Copies of final examination answer booklets are held by the Office of the Dean of Advisement and Counseling for the Lander College in Flatbush, by the Associate Dean of Faculties or the Director of Academic Services for NYSCAS, and by the respective Deans and Directors for other divisions. Booklets are held for one semester.

## **SUMMER SESSION**

Touro College offers a limited number of courses at various locations during the Summer. Students should not assume that the courses needed for graduation will be offered during the summer. A student may take a maximum of two courses (up to seven credits) during a single Summer session. As during the Fall and Spring semesters, courses taken at other institutions count toward these maximums.

## **TAKING LOWER-LEVEL COURSES**

A student may not take a course at a level lower than one the student has successfully completed. For example, a student who has passed Pre-Calculus may not go back and take College Math. Likewise, a student will not receive credit for two courses that greatly overlap. For example, a student

who has successfully completed Principles of Biology may not go back and take Human Biology. Students who have completed several Psychology courses without taking Introduction to Psychology should consult with the department chair about substituting an extra elective from the suggested courses.

## **TOURO STUDENT RECORDS WEBSITE**

Students can access their grades and other information in their Touro record online at any time by logging onto the Touro website at [tcweb.touro.edu](http://tcweb.touro.edu) from any computer capable of connecting to the Internet. The website is updated in real time, so data is always current. General information can be viewed simply by logging on as a “guest.”

To access personal records, a student must use his/her Touro ID number (shown on the student’s computerized schedule printout or obtainable from the Registrar’s office), along with a PIN consisting of the last four digits of the Social Security number. **NOTE: It is strongly recommended that, to protect their privacy, students follow instructions for creating a new, personalized PIN number the first time they log onto the website.** Students who forget their PIN number should click on the link that reads, “If you have trouble logging into this system click here for assistance.” A brochure illustrating some of the website’s most useful features is available from the Registrar’s office or the Office of Advisement and Counseling at each Touro location.



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## TRANSCRIPTS

Students who wish to order official copies of their transcripts complete a form which can be obtained by visiting the Registrar's office or by downloading it from the Touro website as follows:

1. log onto and click on "Student Services" at the top of the main page
2. choose "Transcript Requests" from the drop-down menu
3. read carefully the information and instructions that appear
4. scroll down to the link that reads "Click here to access a Transcript Request Form (PDF Format) to fill out" and print the form

The completed form should then be submitted either in person, by mail, or by FAX, according to the instructions. The fee for transcripts is \$10 per copy for the first five official copies in an order and \$5 per copy for any additional, payable by money order or credit card (Visa or Mastercard). Students are also entitled to one unofficial copy per official copy ordered. Those who submit their requests in person must first pay the fee to the Bursar and receive a clearance. (*Note: If a request is denied by the Bursar because of an outstanding balance, the Registrar will inform the student.*) The standard processing time is 7 to 10 business days from receipt in the Registrar's office, longer during peak periods. Students who would like Federal Express overnight delivery *once their order is processed* may pay the \$15 fee.

## UNOFFICIAL TRANSCRIPTS (GRADE REPORTS)

Students who want only unofficial or "student" copies of their transcripts should use the quicker and easier alternative to submitting a transcript request: downloading an unofficial grade report from the Touro website. On the home page select "student services" on the menu bar. Click on "tc web" on the drop-down menu. Log on with your 6 digit Touro ID number and your password. The default password (if you have forgotten yours) is the last 4 digits of your social security number. Click on "all divisions, all terms" for the unofficial grade report.

## C. REGISTRATION

### REGISTRATION PROCESS

Students sign up for courses during designated registration periods in the Fall, Spring, and Summer. Students who attend classes without having completed and turned in the appropriate registration forms, including New York State required proof of Immunization will *not* receive credit for work done.

The registration schedule and the list of courses offered are available before the registration period. Touro College reserves the right to revise the schedule, including course instructors, and to cancel classes due to insufficient enrollment or other scheduling issues. Students should study the list of course offerings and consult with their advisor/counselors and/or faculty advisors prior to working out their program for the semester. Students should be certain that the program for which they sign up meets their needs and educational goals.

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The “smorgasbord” approach, choosing courses from several disciplines, often works well for freshmen who have not decided upon a major. There are a number of required core courses that all students must take.

In mapping out a program students should bear in mind the following considerations:

**Course Scheduling:** Not all courses are offered every semester. Some programs of study and majors are highly structured and courses must be taken in sequence. Missing a course in sequence, such as an introductory chemistry course in the Fall semester, will prevent you from taking more advanced courses in the field the following semester. Disciplines such as accounting, management, mathematics, computer science, and the natural sciences have a rigid sequence of courses. Other majors have fewer prerequisites.

**Scheduling:** How are the hours of your day/evening taken up? Consider breaks between classes, student activities, personal responsibilities and commitments.

**Class Hours:** How many hours of class attendance are required for each course? Science courses have additional hours for recitation and laboratory work.

**Work Load:** How much work do the courses require? Think about term papers (how many), exams, projects, programming assignments, etc.

**Outside Responsibilities:** What responsibilities do you have other than your College studies? Do you work part-time or full-time? Do you have to support yourself and/or a family? Do you have children you are responsible for?

Can you handle it all?

**Overall Hours:** In general, colleges assume that each hour of classroom activity should be matched by two hours of additional work including preparing, studying, and homework.

## REGISTRATION FORMS

When completing the registration form, students should be sure to do the following:

1. Enter your correct social security number, or your six digit Touro ID#; do not guess the numbers.

2. List your correct address; otherwise, you will not receive important mailings sent during the semester. Check the appropriate box if your address has recently changed.

3. Provide the college with both a current telephone number and a current e-mail address.

4. List the course codes, numbers, and correct letter suffixes for each course. Incorrect letters or numbers will cause serious problems with your record and may even result in a failing grade.

Registration is not considered complete until the student has satisfied his/her financial obligation and the courses are entered into the College’s computer database by the Office of the Registrar.

Students may not attend classes/sections for which they are not registered.

## CANCELLED COURSES

The college reserves the right to cancel classes due to insufficient enrollment.

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## CLOSED COURSES

Courses are 'closed' when the college determines that the course has reached optimal enrollment. That number is determined with the expectation that several students will typically drop a course and that there might be a need for several additional students to get into the course even after it is closed. If the course you wish to register for is closed, you are expected to pick a different course/section in its place. Students should register on time in order to avoid getting closed out of needed courses.

Students cannot register for a closed course without the permission of a dean and/or the department chairperson.

## PREREQUISITES AND CO-REQUISITES

A prerequisite is a course that must be successfully completed before the student can take the next, or an advanced, course. It is required because it is considered as necessary background for taking certain courses.

A co-requisite is a class that must be taken at the same time that the student takes a given related course.

Students may not take (and will not receive credit for) two versions of the same course. For example, students will not receive credit for both BIO 101 (Principles of Biology) and BIO 111 (Human Biology). Students may not take a course lower than one they have successfully completed. For example, students who passed Pre-Calculus (or placed out of College Math) cannot go back and take College Math.

## TAKING COURSES IN OTHER DIVISIONS

Students who wish to take courses in Touro divisions in which they are not enrolled must receive special permission in writing from both their home division and the division in which they wish to take a course. They will have a lower priority for registering for those classes than do students for whom it is their home division.

## INDEPENDENT STUDY

Independent study courses are generally offered in the special circumstance where a student wishes to work on a special project not covered in a regular class.

A student of high academic standing (3.333 GPA or higher) may take an independent study course. Students must present a specific plan and obtain written approval from the instructor, the department, and the Dean of Faculties or his designee. An independent study course requires an appropriate number of meetings with the faculty mentor, readings, and a major report or term paper. A student may not take more than one independent or directed study course in each semester.

## DIRECTED STUDY

Directed study courses are generally offered in the special circumstance where a student needs a specific course for graduation that is not being offered as a classroom course by the college. A student of high academic standing (3.333 GPA or higher) may take a directed study course. He/she must obtain written approval from the instructor, the department, and the Dean of Faculties or his designee. A directed study course

requires an appropriate number of meetings with the faculty member, readings, a report, term paper, and/or midterm examination and a final examination. A student may not take more than one directed or independent study course in each term.

## CHOOSING A MAJOR

The major is the subject area in which a student wishes to specialize. Selecting a major is one of the most important decisions that students need to make. Among the factors to consider in choosing a major are your interests in a subject, your aptitudes, goals and experiences, as well as career objectives. Assistance in making this important choice is available from advisors/counselors and from faculty members in different disciplines.

## CHOOSING A MINOR

In addition to a major, some students choose a minor to complement their major. Minors are currently offered in art history, childhood education, early childhood education, economics, English literature, finance, history, information technology, international business (for business majors), management/marketing (for non-management majors), mathematics, political science, psychology, art therapy, sociology, and visual arts. Consult with an advisor/counselor for details.

Not all majors and minors are offered in every Touro division and location.

## D. GRADES

### GRADING POLICIES

Instructors assign grades that represent their evaluation of the work performed and the level of scholarship and competence of the student, based on a composite of the elements that went into the course. Individual academic departments may set up policies with respect to minimum essentials and the relative weight of the different components of the course.

The course outline typically includes a list of requirements for the course including a breakdown of how grades are determined. College grades are awarded for academic achievement and not for effort

<b>Excellent</b>	A+ = 4.000
	A = 4.000
	A- = 3.667
<b>Good</b>	B+ = 3.333
	B = 3.000
	B- = 2.667
<b>Average</b>	C+ = 2.333
	C = 2.000
	C- = 1.667
<b>Poor but passing</b>	D+ = 1.333
	D = 1.000
	D- = 0.667
<b>Failing</b>	F = 0

**F** Student did not achieve passing grades on examinations and/or assignments

**WU** Student stopped attending class before the end of the eighth week of the semester, but did not officially withdraw. "WU" counts as an "F" in the calculation of GPA.  
Other grades are "P", "N", "WNA" and "W".

- P** May be assigned when a student chooses to take a course on a pass/fail basis.
- N** Grade is assigned when the instructor has not submitted a grade.
- WNA** Student never attended class. Grade does not count in student's GPA.
- W** Assigned when the student has officially withdrawn from a course (only appears on the transcript after the second week of classes). "W" grades do not count in a student's GPA.

Many of these grades have financial aid implications. Consult with the financial aid office for details.

## TENTATIVE GRADES

Tentative grades of "TC-" through "TF" are given at the discretion of the instructor when a student has not completed a required assignment or examination and has a valid excuse. Students cannot receive credit for work that has not been completed. Therefore, when determining a tentative grade, the incomplete or missing work is graded as a zero.

Example: A student who has done "B" work all semester, but does not submit a required term paper, might receive a tentative grade of "TD". If the work is not completed, the tentative grade becomes a final grade of "D".

It is the student's responsibility to arrange with the instructor when and where to make up tests and/or assignments. Permission to make up work *is not* automatic.

Tentative Fall grades become final on the last day of the sixth week of the following Spring semester. Tentative Spring

and Summer grades become final on the last day of the sixth week of the following Fall semester. The original "T" grade becomes the permanent grade unless a Change of Grade form has been submitted by the instructor within that period of time. Any requests for extension of time past the six weeks must be submitted in writing to the Dean or Associate Dean of Faculties. In the rare case where an extension might be approved after six weeks, the maximum grade a student may earn in the course is a "B".

## GRADE POINT AVERAGE (GPA)

The GPA, also called the Index, is obtained by dividing the total number of quality points earned at Touro College by the total number of course credits completed.

Example: A student receives the following credits and grades:

4 credits	B-	4 x 2.667 =	10.668
3 credits	A-	3 x 3.667 =	11.001
3 credits	B-	3 x 2.667 =	8.001
3 credits	C+	3 x 2.333 =	6.999
3 credits	C-	3 x 1.667 =	5.001
3 credits	W (not averaged)		

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16 credits                      41.67

$$41.67 / 16 \text{ credits} = 2.604$$

Rounded to two places the GPA is 2.60

## GRADING SYSTEM FOR NON-CREDIT COURSES

Pass/Fail grades of four types are assigned to developmental English classes:

- P** Student is ready to move to the next course level

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- F** Student's work was unsatisfactory; demonstrated insufficient effort; student must repeat course
- R** Student demonstrated progress, but must repeat course
- PE** Student may move to next course level on the condition that s/he receive tutoring

*Each developmental English course may be repeated only once.*

## GRADE APPEALS

A student who wishes to appeal a grade should speak first with the course instructor. If the faculty member rejects the student's request for a change of grade, an appeal can be made to the departmental chairperson.

The student's appeal to the chairperson must be typed or clearly handwritten and include the following:

- A statement identifying the course, the course number, the semester the course was taken, and the instructor.
- The exact grade being appealed, the reason for the appeal, and appropriate documentation.
- A copy of the student's appeal should also be submitted to the Office of the Dean of Faculties.

The chairperson will respond to the student, in writing, within 30 days of receipt of the student's written appeal. If the chair rejects the appeal the student may appeal to the Dean of Faculties and the Committee on Academic Standing. Determinations by the committee may be made in the absence of the student, as long as adequate notice is provided. The committee's decisions are final.

## E. EARNING OUTSIDE CREDITS

### TRANSFER CREDITS

To receive transfer credits for College level work completed at another institution, students must submit an official transcript to the Office of Admissions (for an entering student) or to the Office of the Registrar (if the student is already enrolled at Touro). Credits can only be granted for appropriate coursework completed with a grade of "C" or better.

Transfer students seeking credit for previous academic work may make an appointment with the Transfer Credit Advisor in the Office of the Registrar, Zakira Tsofina, [zakira.tsofina@touro.edu](mailto:zakira.tsofina@touro.edu), (212) 463-0400 ext. 5654, to review the assessment of their transfer credits.

It may be necessary to schedule a conference with department chairpersons if transfer credits are being offered to fulfill major concentration requirements.

Credits are usually awarded after evaluation for business, education, computer science, Jewish Studies, and liberal arts and sciences courses which were completed at an accredited institution with a minimum grade of C. Students who have completed an associate degree at an accredited institution will receive up to 60 credits, but they must meet the individual course and liberal arts requirements of their selected certificate and/or degree program. **All transferred courses are posted on a Touro College transcript without grades.**

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Transfer students may request in writing that all prior college work completed at (a) particular school(s) not be evaluated. This decision is irrevocable. **Students who elect this option should be advised that repeated courses already passed at another institution will not count toward the minimum credit load for full-time status (for financial aid purposes).**

### **OFF-CAMPUS CREDITS**

Students wishing to take courses at another institution while attending Touro must obtain official permission in advance by completing the Permit to Attend Another College Form. The specific courses to be taken must be approved by the relevant departmental chair or deputy. [Students are cautioned that course approval is generally based on the nature of the course, the institution where it is offered and the length of the semester (for summer sessions). It is the student's obligation to see that the outside course satisfies a specific Touro College requirement and does not duplicate a course already completed at Touro College or elsewhere.] This form and instructions are available in the Office of the Registrar.

Failure to obtain official permission to take courses at another institution may result in either a delay in, or complete disapproval of the granting of transfer credits for those courses. Courses in which passing transferable grades (i.e., C or better) were received may not be repeated for credit at Touro College. After completing the courses at another school, you must arrange for an official transcript to be submitted by the other institution to the Touro College

Office of the Registrar.

In general, credit is not granted for upper level courses taken at a community college.

### **LIFE EXPERIENCE CREDITS**

The Life Experience Committee monitors guidelines for awarding credits for life experience learning and evaluates the portfolios submitted by applicants for such credits.

Credit is given only for work that is comparable to courses offered in Touro College and is relevant to a particular degree. For a copy of the *Instruction Manual for Preparing a Life Experience Portfolio*, please call the Office of the Dean of Faculties (212) 463-0400 Ext. 5409, 5412 or contact your advisor/counselor.

### **CREDITS THROUGH OUTSIDE EXAMINATIONS**

Students may earn College credits towards a degree, without registering for classes, in one of the following ways:

1. The Advanced Placement Program (AP) administered by the College Board;
2. The College-Level Examination Program (CLEP);
3. Excelsior College (formerly Regents College) Examinations (ACT PEP outside New York State);
4. NYU Foreign Language Proficiency Examinations;
5. DANTES Examinations;
6. The Jerusalem Examination;
7. The ADP Brooklyn College test when generated on a Brooklyn College transcript;
8. The Yeshiva University Test in Jewish History.

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The maximum number of credits accepted in any single category is twelve, except for APs, for which a student may earn up to 30 credits. *The maximum total number of credits by examination that Touro College accepts is 30 credits.* As with all other categories of transfer credit, these credits may not count toward the 45-credit residency requirement (for the bachelor's degree). Decisions as to which, if any, of these credits may apply toward the major and whether credit shall be general or equivalent to specific Touro courses are at the discretion of individual academic department chairs.

Excelsior College Examinations-Pass/Fail are not accepted. (See entries for APs and CLEPs below.)

## **ADVANCED PLACEMENT EXAMS (AP)**

Advanced Placement (AP) Exams are typically taken by juniors and seniors in high school after completion of a specific course in the discipline. A student may earn up to 30 credits in Advanced Placement examinations.

AP scores of 4 and 5 only will be accepted for transfer credit; Credits are awarded only at the discretion of the department.

## **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

College Level Examination Program (CLEP) tests are standard exams offered by the Educational Testing Service on a national level for basic courses. Current students who wish to take CLEP exams must fill out the Permit to Attend Another College form and get approval

of the appropriate department chair or deputy, who will indicate the course equivalency. The form is then submitted to the Registrar's Office, which holds it until the CLEP has been taken.

Scores must be the equivalent of a "C" or better on CLEP subject exams for transfer-credit to be awarded; no CLEP general examinations are accepted. CLEP subject examinations are not accepted in education, speech, biology, business or composition. CLEPs are not to be used to satisfy core requirements or requirements for any majors or minors.

Please consult with the Registrar's Office or your advisor/counselor for further information about specific CLEP courses.

## **NYU FOREIGN LANGUAGE PROFICIENCY EXAMINATIONS**

Touro College grants credits to students who successfully complete the (12 point) Foreign Language Proficiency Examinations offered by New York University. A maximum of nine credits in one language can be earned. Hebrew or Yiddish Credits earned in that manner do NOT count towards satisfying the LAS Judaic Studies requirement. Credits cannot be earned for languages in which a student already has college credit. No more than six credits can be earned for a language a student studied in high school. So, for example, a student who studied French in high school would earn three credits for scoring 9 points on the NYU test and 6 credits for scoring 12 points.



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## **TOURO DEPARTMENTAL CHALLENGE EXAMINATIONS**

Students who can demonstrate proficiency in a particular subject may receive permission to earn credits by taking a departmental challenge examination at Touro. Interested students should contact the appropriate department chairperson for further details. Students can discuss the matter with the Advisement and Counseling department before contacting the department chair.

## **YESHIVA AND SEMINARY CREDITS**

Touro College awards up to a maximum of 48 credits for post-high-school yeshiva and seminary studies. Thus, students may enter the college with sophomore standing. Students who have completed one year of intensive Jewish Studies in Israel may earn the equivalent of one year of college credit. No more than six credits of Talmud may be applied to college requirements in any given semester.

Students must document their yeshiva and seminary work by submitting official transcripts to Touro College for evaluation. Credits are granted only in accordance with Touro's academic policies and regulations.

**No yeshiva or seminary credits are awarded for Summer session study.**

## **STUDY ABROAD**

Students who wish to receive transfer credits for Jewish studies completed at seminaries or yeshivas in Israel, Canada, England or other foreign countries must submit official transcripts for

evaluation to the Office of the Registrar.

Students who are registered in their first year in the Touro College Israel Option have their coursework automatically recorded on Touro's system.

## **F. GRADUATION**

### **GRADUATION APPLICATION FORM**

This form should be submitted to the Office of the Registrar when students register for their last semester at Touro. However, students who expect to graduate in September should hand in the form at the Spring registration. In the Lander Colleges and in NYSCAS, the fee is added to the student's bill. It covers all graduation related expenses, including caps and gowns, hall rental, and diploma.

### **GRADUATION CHECK CONFERENCE**

The purpose of this conference is to review the student's readiness for graduation and to determine whether all degree requirements have been satisfied or are likely to be met by the expected date of graduation. Graduation checks are conducted by advisors/counselors at each location. In the School for Lifelong Education, the conference is with the Assistant Dean.

Students should schedule this conference at the end of their junior year or at the start of their senior year. Students who plan to graduate in June or September should have the Graduation Check Conference by October; January degree candidates should schedule their conference by April of the previous year. Students in the Lander College in

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Flatbush should contact the Offices of Advisement and Counseling to schedule a conference. In each respective division, an advisor or counselor is available for a Graduation Check.

## **GRADUATION REQUIREMENTS**

Every student is enrolled in a specific Touro school or division, and must satisfy the graduation requirements of that division.

Students who have been admitted without a high-school diploma or its equivalent must demonstrate that they have obtained this credential before being awarded a degree by the college. Consult an advisor/counselor about possible pathways to a High School diploma or an equivalent.

Candidates for the baccalaureate degree must complete at least 120 credits of college-level work with 60 credits of liberal arts and sciences required for the Bachelor of Science degree, 90 credits of liberal arts and sciences for the Bachelor of Arts. Candidates for the associate's degree must complete at least

60 credits of College-level work with 45 credits of liberal arts and sciences for the Associate in Arts degree and 30 credits of liberal arts and sciences for the Associate in Science degree. No student may take all classes for a degree at an extension site.

Students pursuing a baccalaureate degree must take a minimum of 45 credits in residence at Touro. Credits completed in joint programs in Freshman Centers, in Israel or on-line do not count toward this requirement. At least 50% of the coursework in the major must be completed at Touro. Associate's degree and certificate students must take

at least 24 credits in residence at Touro. Students must earn an overall Grade Point Average of 2.00 (a "C" average) for courses taken at Touro; within the major or concentration an average of 2.3 (C+ average) must be achieved.

## **RESIDENCY REQUIREMENT**

Students cannot complete an entire program at an extension center or site. Baccalaureate degree candidates must complete a portion of their program at the Touro College Main Campus in Manhattan or at the Flatbush Branch Campus at which the program is registered. All baccalaureate students admitted after September 2000 must earn at least 45 credits in residence at Touro College in New York in order to graduate. Courses taken on-line do not satisfy the residency requirement.

## **GRADUATION CEREMONIES**

Graduation ceremonies are held separately in various Touro divisions once a year, either at the end of May, in June, or in September. Students who complete their degree requirements in January, June, or September may participate in these commencement exercises.

*Note: Participation in these ceremonies does not necessarily mean that a student has graduated. Graduation is certified officially by the Office of the Registrar only after auditing the student's record for completion of all certificate or degree requirements.*

## **GRADUATION HONORS**

Only baccalaureate degree candidates who have completed at least 60 credits at Touro are eligible for honors.

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Each division maintains its own standards for honors. In the Lander Colleges, honors for general academic excellence are awarded at graduation as follows:

- Summa Cum Laude (Highest Honors): Grade Point Average of 3.8 or higher
- Magna Cum Laude (High Honors): Grade Point Average of 3.6 to 3.79
- Cum Laude (Honors): Grade Point

Average of 3.4 to 3.59

The highest honors at Commencement are bestowed upon those students who are chosen to be valedictorians and salutatorians. The valedictorians in each division of the College are chosen from among those students who have achieved the highest cumulative grade point averages. Associate degree candidates are also recognized for honors at graduation in accordance with the college's established policies.

## **BULLETIN RULES**

For a detailed description of additional graduation requirements, students should consult the catalog/bulletin for their respective divisions. Students who maintain continuous enrollment may choose to graduate under the bulletin requirements in effect at the time they began their studies at Touro College or under the bulletin in effect at the time of graduation. They may not mix and match requirements between bulletins.

It is the student's responsibility to become familiar with the rules and requirements listed in the Touro College Bulletins, which are available online at [www.touro.edu](http://www.touro.edu).

## **MAJOR/CONCENTRATION FORM**

The Major/Concentration Form is a checklist that must be completed with an advisor/counselor or department chairperson during the junior year. The checklist provided for each major indicates the required and elective courses for the degree program in that major. The completed form is submitted to the Office of the Registrar where it becomes part of the student's official file (the student should retain a copy for his/her records). The files of degree candidates will not be processed without this form.

Major/Concentration forms are available in the Office of Advisement and Counseling at each Touro location

## **DUAL MAJORS**

A student may major in two fields that are substantially different only if both majors lead to either a bachelor of arts or a bachelor of science degree. The same course may not be used for both majors unless they are required courses in both.

## **DEGREE DATES**

Associate's and bachelor's degrees are conferred by Touro College three times a year: in January, June, and September. Students who finish all their degree requirements at any time may request a letter from the Registrar's Office verifying their graduation status.

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## **G. OTHER ACADEMIC POLICIES**

### **ACADEMIC FORGIVENESS**

Touro College has a policy of academic forgiveness of poor grades earned for students who wish to resume their education after a long absence and who can show that they now have a reasonable chance for academic success in college. Consult an admissions officer for details.

### **CHANGE OF NAME AND/OR ADDRESS**

Students who move or change their telephone numbers should fill out a “Change of Address” form in the Office of the Registrar. In order to change your name in your Touro record, you must complete a “Change of Name” form and submit appropriate documentation, e.g., for women who want their married name to be the name of record, a copy of the marriage certificate. Contact the Registrar’s office for information about other types of name changes.

### **COMMITTEE ON ACADEMIC STANDING PROCEDURES**

The Committee on Academic Standing (CAS) deals with the academic problems of students and appeals from students relating to: student requests for readmission, for waivers of academic requirements, for acceptance of course equivalents, for retroactive withdrawals from courses or leaves of absence from the college, and TAP waivers. The Committee also hears appeals concerning probation and academic dismissals, as well as

requests for extension of time to complete courses. The Committee may review grade appeals, provided all other means for resolving grade disputes have been exhausted. The committee’s decisions are final.

A student who wishes to file an appeal with the Committee on Academic Standing should follow these procedures:

1. Consult with an Advisor/Counselor for assistance in completing a student appeal form. The appeal should:
  - a. include the student’s name, Touro ID number and address;
  - b. specify the course(s) and/or semester(s) in question;
  - c. explain clearly the reason for making the appeal in a detailed letter;
  - d. include documentation to support the appeal;
  - e. include the signature and recommendation of an Advisor/Counselor or Dean.
2. If the reference in the petition is to a medical or personal hardship, the student must submit documentation such as medical notes, notices of hospitalization, and birth or death certificates to support the appeal.
3. **The signed appeal should be forwarded by the advisor to: Dean Avery Horowitz, Chairperson, The Committee on Academic Standing, Touro College, 1602 Avenue J, Brooklyn, NY 11230.**

The student will receive a written response from the committee stating its de-

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cision. The committee may respond by detailing sanctions or listing conditions under which the appeal is to be granted. Determinations by the committee may be made in the absence of the student, as long as adequate notice is provided. The committee's decisions are final.

Students who have questions or who wish to follow-up on the status of an appeal should consult with their advisor. Students will be notified by mail of the Committee's decision.

## **DATES AND DEADLINES**

Students should make certain that they are aware of important academic dates which affect them. Each semester has a beginning and ending date, and deadline dates apply to adding and dropping courses, to making up tentative grades from previous semesters, and to filing for graduation. Students should request a copy of the academic calendar for the current semester at the time of registration. Copies of the academic calendar are also available from the Office of the Registrar throughout the year. Academic Calendars vary for the various undergraduate and graduate divisions.

Students should also review the syllabus or course outline for each class as often as possible so they can be alert and prepared for upcoming quizzes, examinations, and other requirements. Employers are quick to judge a worker's performance by the manner and timeliness with which he/she meets deadlines. Your experience here at Touro thus becomes a preparation for this important job requirement.

## **H. GLOSSARY OF ACADEMIC TERMS**

**Academic Year** – A period of time used to measure a quantity of study, typically a Fall and a Spring semester. Used for financial aid eligibility.

**Advisor/Counselor** – A member of the Dean of Students' professional staff; advises students about academic programs, career plans, job placement, student activities, transfer information and personal concerns.

**Admission** – The process of accepting students into a specific certificate, associates degree or bachelor's degree program. Admission does not involve the choosing of specific courses, which is done at registration.

**Business Base (Core Course Requirements)** – Courses required of all business students regardless of whether they major in accounting, economics, finance, marketing, or management.

**Challenge Exam** – When standardized College Proficiency Examinations or College Level Examination Program subject examinations are not available to test prior learning which is equivalent to a course or subject offered at Touro, the student may request and the college may agree that a special Challenge Examination be administered.

**Change of Level Form** – Used by advisors when newly admitted students have their placement level in English writing changed by the recommendation of the instructor. These forms must be approved by the Dean of ESL or the appropriate English Department Chair.

**College Proficiency Examinations** and the College Level Examination

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Program (CLEP) – Standardized tests covering many of the basic subjects and courses at Touro. Students who believe they have achieved, on their own, the learning normally accomplished by completing a particular college course may, with permission, attempt to earn credit for the course by taking one of these examinations. CLEP examinations may not be used to satisfy core or major requirements.

**Concentration** – A group of courses in a specific area that do not form a major. An example is the Psychology concentration completed by many Special Education majors at Touro.

**Continuing Student** – A currently enrolled student who has been in attendance at least one semester.

**Continuous Enrollment** – A student who attends every semester (excluding Summer sessions) or who is on an official leave of absence is considered to be continuously enrolled and may follow the graduation requirements in place at the time of first enrollment.

**Core Course Requirements** – Required courses that all students take regardless of their major or concentration. Certain core requirements must be satisfied by specific courses, while others offer students a choice (for example, any science course or any mathematics course). Each Touro division has its own core course requirements.

**Co-requisite** – A course that should be taken either before or, ideally, during the same semester as another designated course.

**Credit** – A shorthand method of measuring student achievement and progress toward graduation. Typically, at least 60 credits are required for an as-

sociates degree and 120 credits for a bachelors degree.

**Credit Hour** – A measure of instructional time spent in class. A three-(3)-credit-hour course, for example, would require three hours of classroom attendance per week during the course of one semester. Some courses requiring laboratory or studio time may require more time spent in class.

**Cumulative Grade Point Average (Cum GPA)** – The total grade point average based on all the courses taken while a student is at Touro College. Courses transferred from other colleges are not included in the cumulative grade point average.

**Elective (Restricted)** – Any type of course, required by certain curricula, which must be chosen in accordance with catalog specifications.

**Elective (Unrestricted)** – A type of course, required by certain curricula, which may be chosen from all course offerings at the College.

**Enrollment, Full Time** – 12 or more credits per semester. Credits taken on permit (at another college, a yeshiva, or a seminary) cannot count toward determining full-time status for the TAP portion of a student's financial aid award. Credits by examination (CLEP, departmental challenge examinations, et al.) do not count toward full-time status under any circumstances.

**Enrollment, Part Time** – 11 or fewer credits per semester.

**Faculty Advisor** – A teaching faculty member or related professional staff member who advises students on matters related to academic planning and course selection. Students are assigned automatically to faculty advisors through

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the choice of a major.

**Faculty Rank** – Faculty members hold rank according to their educational background, number of years of professional experience, and accomplishments as instructor, assistant professor, associate professor and professor, respectively.

**Financial Aid Counselor** – Advises students about financial aid.

**Financial Aid Package** – The total amount of financial aid (Federal, State, and institutional) that a student receives. This package may consist of a combination of grants, loans and work-study.

**Grade Point Average (GPA)** – Computed by dividing the total number of quality points earned during the semester by the number of credit hours earned that semester. Used to determine honors standing, academic probation and dismissal.

**Humanities** – Courses in specific areas of liberal arts, typically including Language and Literature, Judaic Studies, Ethnic Studies, Art History and Philosophy.

**Liberal Arts and Sciences** – Programs, majors, or courses providing a general education in the humanities, social sciences, natural sciences, and mathematics.

**Life Experience** – Credit given for learning that is comparable to courses offered at Touro obtained through work/volunteer, or personal experience. See portfolio assessment (below) and page 30.

**Matriculation** – Formal admittance into a degree program, which binds the college to the student's curriculum as outlined by the college at the time of ac-

ceptance.

**Matriculated Student** – One who is accepted and enrolled in a degree or a certificate program. A student must be matriculated to be eligible for financial aid or for graduation.

**Matriculation, Bachelor's** – Formal admittance from a two-year Touro program into a four-year degree program.

**Natural Sciences** – Courses in specific areas of liberal arts, typically including Biology, Chemistry, Physics and Astronomy.

**Orientation** – The process of introducing new students to the regulations and requirements of Touro College. This is done through a combination of meetings and handouts, created by the Office of Advisement and Counseling. Students are urged to take advantage of the orientation sessions, and to read the relevant brochures.

**Portfolio Assessment** – Process by which students may be granted credit for prior learning by submitting a report documenting specific learning experiences that correspond to college courses.

**Prerequisite** – A course that must be taken and passed as a requirement before taking another course. Prerequisite courses provide fundamental background for advanced courses.

**Probation** – That time period designated for a student to meet certain academic or college regulations -related stipulations in order to improve student status. A student on probation for more than two consecutive semesters is subject to dismissal.

**Professional Courses** – Courses in disciplines such as accounting, business, computer science, desktop publishing,

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education, human services, studio art and other fields that do not count toward the overall liberal arts requirement.

**Quality Points** – Determined by multiplying the credit hours of a course by the value of the letter grade earned (for example: A=4, A-=3.67, B+=3.33, B=3). Therefore, a three (3)-credit course with a grade of B would yield nine (9) quality points.

**Required Courses in the Major** – Every department has certain courses that are required for its majors. These are usually offered by the major department, but may be related skills courses in other departments, as well. (For example, the Psychology department requires all its students to take Introduction to Psychology, Experimental, Biological, and Advanced Topics in Psychology, as well as Statistics, which is offered by the Mathematics department.)

**Registration and Transcript Holds** – Students with outstanding tuition balances will not be allowed to register for the next semester until financial obligations are satisfied. The Office of the Registrar will not release transcripts for students with outstanding tuition balances. Students may not attend classes/sections for which they are not registered.

**Registration** – Time designated for students to select specific courses and time slots for the following semester. This process aids the institution in planning courses according to student curriculum needs. Students are urged to register at the appropriate time.

**Registration, New Students** – Time designated for newly admitted students to select courses for the following semester. In LAS, this includes students

who have attended summer school, a Freshman Center, or the Touro joint program in Israel. Students may not register until after they have been admitted to the college.

**Restricted Majors/Concentrations** – Majors or concentrations for which students must meet additional qualifications for admittance besides the general admissions requirements for the college. Examples at Touro are Accounting and Education.

**Satisfactory Academic Progress** – For financial aid purposes, the minimum number of credits that must be completed and minimum GPA that must be maintained for a student to be making adequate progress toward a degree or certificate, as indicated on the Academic Standard Chart (see p.70). Students who fail to make adequate progress as defined in this chart lose their eligibility to receive Federal and state financial aid. For federal financial aid, please refer to the SAP policy, which can be found at <http://www.touro.edu/students/policies/satisfactory-academic-progress-policy>.

**Social Sciences** - Courses in specific areas of liberal arts, typically including Economics, Political Science, Psychology, Sociology and Anthropology.

**Track** – A group of specialized courses within a major. Examples at Touro include the Communications track within the Management Information Systems major, and the Childhood and Early Childhood tracks within the Special Education major.



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## **III. STUDENT SERVICES**

### **A. ADVISEMENT AND COUNSELING SERVICES**

#### **ACADEMIC ADVISEMENT**

The main purpose of academic advisement is to help students select courses to satisfy degree requirements and to achieve their professional goals. Specifically, faculty advisors and specialized advisors/counselors can assist with the following:

1. Choosing the right courses before registering for the next semester;
2. Developing a long-range plan of studies, showing the sequence in which courses should be completed;
3. Information about graduation requirements;
4. Information about a major, minor or concentration;
5. Adding and dropping courses during the semester;
6. Problems encountered in a particular course;
7. Referrals to other support offices within the college.

Students are urged to meet with academic advisors on a regular basis, and not just for registration. The sooner the student makes us aware of a problem, the easier it is for the advisor to assist in dealing with the issue.

#### **ADVISEMENT STAFF SERVICES**

Advisor/counselors provide various types of assistance to students. One key

area is career guidance. They help students explore different career/ job options and show students how to link a plan of studies at Touro to their career goals.

The first responsibility of the counseling staff is to ease the students' adjustment to college life. Advisors/ counselors can and will discuss with students such matters as:

- College expectations, regulations and degree requirements;
- Functions of various college offices;
- Strategies for managing time effectively;

The second responsibility is career guidance and choice of majors

- What major should I pursue?
- What are the educational requirements for this field?
- Do I need to go to graduate or professional school after college?

Third, Touro advisor/counselors are prepared to help students cope with personal problems, such as the following: Physical and emotional illness, death in the family, anxiety, depression, fear, homesickness, inability to concentrate, and lack of motivation; interpersonal problems - loneliness, roommate problems, and family – related problems.

Specialists are available to work with students who have learning challenges (physical or learning disabilities). In addition, two credentialed alcohol and substance abuse counselors are on staff. They and several other members of the advisement staff are prepared to counsel students with health and wellness concerns. Please consult sections in this handbook detailing school -specific information for additional details on services.

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Advisor/Counselors work with students in a variety of settings. These include individual counseling sessions (one-to-one), group sessions, career and personal issue workshops, and orientation sessions. Remember, advisor/counselors are professionals whose only concern is to help the student. Students should not hesitate to see an advisor/counselor whenever they feel overwhelmed by their studies and/or personal problems, if they are confused by college rules, or if they are unsure about educational and career goals. All discussions are handled with strict confidentiality.

### **ON-LINE SERVICES**

The Advisement and Counseling Offices maintains an on-line site ([www.touro.edu/advisement/](http://www.touro.edu/advisement/)) that provides regularly updated lists of advisors/counselors and their office hours. The site also includes groups of frequently asked questions (FAQs) as well as other useful information. A student can contact an advisor through e-mail addresses listed on the site or by contacting [advisor@touro.edu](mailto:advisor@touro.edu). Be sure to indicate in your e-mail your name, student ID number, Touro location or program and your major. Students may also access their academic record online at [www.tcweb.touro.edu](http://www.tcweb.touro.edu).

### **CAREER PLACEMENT SERVICES**

The mission of the Office of Career Services is to (1) prepare students to get an internship, part-time and/or full-time position, (2) establish connections with employers and (3) provide the opportunity for students to be able to meet with employers.

### **MEETING THE OFFICE OF CAREER SERVICES STAFF**

Students are advised to meet with Career Services Staff early in their academic career in order to prepare for a job or internship. Preparation is the student's responsibility and includes career selection, resume writing, interviewing, networking and job search strategies. Securing employment is a process, not an event.

Whether a student is seeking an internship or a full-time position, preparation takes time. Students are advised to contact Career Services to discuss their individual preparation process and timeframe.

Career Services organizes Career Fairs during each of the fall and spring semesters; on-campus and in-office interviews are scheduled according to the employers' requirements.

### **CONTACTING CAREER SERVICES**

The email address for the Office of Career Services is [career.services@touro.edu](mailto:career.services@touro.edu); staff can be reached at the following locations:

- Lander College of Arts and Sciences (Flatbush; 718-252-7800 ext 252)
- Lander College for Women (Manhattan; 212-287-3514)
- Lander College for Men (Kew Garden Hills, Queens; 718-252-7800 ext 252, 718-820-4917)

For the New York School of Careers and Applied Studies (NY-SCAS) offices contact:

- Midtown Campus (Manhattan;

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212-463-0400 ext 5449)

- Touro College Computer Center  
(Brooklyn;  
718-336-6471 ext 108)

## **SERVICES FOR STUDENTS WITH DISABILITIES**

### **Students with Disabilities**

Disabled students rights are protected under the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. It is the policy of Touro College to ensure that no qualified student with a disability is excluded from participation, or subject to discrimination, in any college program, activity, or event.

Touro provides reasonable accommodations for any student with a disability who submits proper documentation in a timely and prescribed manner. “Reasonable accommodations” refers to steps faculty, staff, and College administrators can take to help remove, whenever reasonable, barriers to participation in the educational experience presented by a student’s disability. What is “reasonable” requires a detailed analysis of the specific circumstances of the case in question.

### **Requesting Accommodations**

Any student seeking accommodations (e.g. extended time, course load modifications) or class modifications should contact the Office of the Dean of Advisement and Counseling in Brooklyn (Avery Horowitz, [averymh@touro.edu](mailto:averymh@touro.edu)) or the Associate Dean of Students in Manhattan (Timothy Taylor, [timothyt@touro.edu](mailto:timothyt@touro.edu)) or a counselor at other lo-

cations as early as possible.

Students with disabilities who may require some type of accommodation(s), including testing conditions or modifications, are encouraged to meet with the Dean of Advisement and Counseling or his designee as early as possible. It is the student’s responsibility to initiate a request for accommodations, even if he/she has previously identified himself/herself as a student with a disability. **An application for accommodation(s) is to be made by the student either prior to the start of the semester or within the first two weeks after the start of the semester.**

All information provided will be treated with strict confidentiality. Further information about procedures for investigating or obtaining accommodations, disclosure policies, self-advocacy, and successful strategies for the student with a disability at college can be obtained through the advisor/counselor at your location or through the Office of Advisement and Counseling.

### **Student Rights**

Students with disabilities have the following rights:

- Equal access to courses, programs, services, jobs, activities, and facilities available through the college.
- Reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids determined by the Coordinator of Disabilities.
- Appropriate confidentiality of all information pertaining to a student’s disability except as required by law.

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## Student Responsibilities

- Meet the college's qualifications and essential technical, academic and institutional standards set for all students.
- Identify themselves as an individual with a disability in a timely fashion (at the start of each semester) when seeking an accommodation(s).
- Provide documentation from an appropriate professional source(s) to verify the nature of the disability and functional limitations as related to the requested accommodation.
- Follow specific procedures for obtaining reasonable and appropriate accommodations, academic adjustments and/or auxiliary aids.
- Advocate for their individual needs and seek information, guidance, and/or assistance as necessary.

## Grievance Policies

If a student feels he/she has been discriminated against because of a disability by college faculty or other personnel, he/she has the right to request an investigation into such a matter through the grievance policies and procedures stated later in this handbook. A similar procedure can be followed by a student to appeal the college's response to a request for accommodations and/or modifications based on disability.

## B. PRE-PROFESSIONAL AND GRADUATE SCHOOL ADVISEMENT

### PRE-MEDICAL/PRE-DENTAL AND HEALTH SCIENCES ADVISEMENT

Advisement for students interested in medicine, dentistry and other health science fields (occupational and physical therapy, physician assistant, pharmacy, nursing, etc.) is provided by

Dr. Robert Bressler (Brooklyn, email: [rbressl@touro.edu](mailto:rbressl@touro.edu)),

Dr. Kenneth Danishefsky (Queens, [kdanishefsky@touro.edu](mailto:kdanishefsky@touro.edu)),

Dr. Tova Werblowsky (Manhattan, [tova.werblowsky@touro.edu](mailto:tova.werblowsky@touro.edu)),

Dr. Emil Kon (Manhattan, [emilk@touro.edu](mailto:emilk@touro.edu)) and

Dr. Filomena Califano (NYSCAS, [filomena.califano@touro.edu](mailto:filomena.califano@touro.edu)).

An initial meeting with one of these advisors should be scheduled during the first semester of the freshman year to discuss science requirements and the sequence in which courses should be taken.

Students requiring composite letters of recommendation for medical or dental school should contact one of the above faculty. A personal appointment is required with one of these pre-medical advisors before a composite letter is written. Students may be asked to sign a confidentiality form before the composite letter is prepared.

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## PRE- LAW ADVISEMENT

Advisement for students interested in a legal career is provided by Professor Thomas Rozinski ([thomas.rozinski@touro.edu](mailto:thomas.rozinski@touro.edu)) at the Lander College in Flatbush, the Lander College for Women and in NYSCAS, and by Dr. Ross Zucker ([ross.zucker@touro.edu](mailto:ross.zucker@touro.edu)) at the Lander College in Queens. An initial conference should be scheduled before the end of the freshman year.

In the junior year, students are counseled about the Law School Admissions Test (LSAT) and procedures for applying to law school. Students should read the LSAT & LSDAS Registration and Information Bulletin, available from the Office of the Dean of Students and available online.

Students who need a recommendation should make an appointment with Professor Thomas Rozinski and should bring a biographical statement and a term paper written for a course taken at Touro. In the biographical statement, please list extracurricular activities, work experience, examples of service to the community (volunteer work), LSAT score and any other significant qualifications, talents, and special circumstances.

## GRADUATE AND PROFESSIONAL SCHOOL EXAMINATIONS INFORMATION

Graduate and professional school applicants are usually required to take at least one standardized examination as part of the admissions process. Exam scores are given great weight in determining admissions. The best time to take these examinations is usually at the end of the junior year or at the beginning of

the senior year. Registration deadlines are usually six to eight weeks before the scheduled test date. Students should do some sample tests before taking the actual examinations.

For additional information about these tests, students should contact a pre-professional advisor or the Dean of Students.

Information and registration bulletins for the following tests can be picked up in the Office of the Dean of Students or from any advisor/counselor in the school.

<b>AHPAT</b>	Allied Health Professions Admission Test
<b>CPA*</b>	Certified Public Accountant Examination
<b>DAT</b>	Dental Admission Test
<b>GMAT</b>	Graduate Management Admission Test
<b>GRE</b>	Graduate Record Examination
<b>LSAT</b>	Law School Admission Test
<b>MCAT</b>	Medical College Admission Test
<b>NYSTCE*</b>	New York State Teacher Certification Exam
<b>PCAT</b>	Pharmacy College Admission Test

\*These are certifying professional exams, not admissions tests.

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## C. OTHER STUDENT SERVICES

### FOREIGN STUDENT ADVISEMENT

I-20 forms for student visas and letters attesting that the student is registered for a full-time program are issued only by the **Office of the Registrar at 23rd Street, 2nd Floor, 212-463-0400, ext. 5607**. Students should remember that it is their personal responsibility to be in compliance with all Federal and State laws and regulations pertaining to foreign students.

### HEALTH INSURANCE

Go to [www.healthcare.gov](http://www.healthcare.gov) to sign up for health insurance.

### DENTAL CARE PLAN

Touro College offers registered students the option of enrolling in the NYU StuDent Plan sponsored by New York University College of Dentistry. This dental care plan is designed to meet the basic dental health needs of College students and their dependents. StuDent offers its members low cost, personalized dental care with an emphasis on preventive, restorative, and maintenance services. This includes semiannual check-ups and cleaning, diagnostic x-rays, and all the fillings needed to restore and maintain their oral health. Members also enjoy special discounts on a full range of additional services. All services and procedures are administered at the David B. Kriser Dental Center of New York University's College of Dentistry (345 East 24th Street, at First Avenue).

To enroll in the StuDent Plan, stu-

dents must complete and forward an application with the correct payment to the NYU David B. Kriser Dental Center. At that time, a membership card and information for the scheduling of a first appointment will be sent to the student. Brochures containing an application are available from The Office of the Dean of Students.

### COMPUTER SERVICES

The Touro College Academic Computing Department provides computer laboratory services to support course offerings in mathematics, computer science, and business-related disciplines. Computer laboratories are available at all Touro locations.

Students with valid Touro College Identification Cards have access to these computer laboratories. A lab technician is usually available to help students with programming questions.

### HONOR SOCIETIES

Four national honor societies have established chapters at Touro. They are:

- *Alpha Chi*, an honor society recognizing general academic excellence.
- *Omicron Delta Epsilon*, the International Honor Society in Economics and Business.
- *Phi Alpha Theta*, an honor society recognizing outstanding history students.
- *Sigma Beta Delta*, an honor society recognizing outstanding finance, management and marketing students.

Seniors who are pursuing baccalaureate degrees are nominated to these so-

cieties on the basis of outstanding scholastic achievement and service to the College. In addition, seniors and juniors with excellent academic records are nominated annually for inclusion in *Who's Who Among College & University Students*.

## D. STUDENT SAFETY

### TOURO COLLEGE STUDENT I.D. CARDS

Touro photo ID cards are issued to students and/or updated at Fall and Spring semester registrations. The card is required to gain access to the college, for all library transactions and for computer laboratories. Some local area merchants provide discounts to college students with IDs. The card also must be shown to vote in campus elections.

The college reserves the right to bar admission to buildings and classes to individuals who cannot present a valid Touro ID card.

### Fire Emergencies

In the event of fire or smoke, alert people in the immediate area and activate the nearest fire alarm. Immediately notify the security officer at your location. Whenever the fire bell sounds, all

persons **must** exit buildings in a prompt and orderly fashion. Do not use elevators. Stay clear of the building and do not re-enter until instructed to do so by authorized personnel.

### Emergency Closing Procedures

In case of severe weather conditions or other emergencies, information about the closing of Touro College Campuses, Centers and Sites will be broadcast on **1010 WINS** and **WCBS 880**. When possible, information will also be posted on the Touro College website at [www.touro.edu](http://www.touro.edu).

### Emergencies

In case of any emergency, please call 911 immediately. Also notify the security personnel and the senior site coordinator at your location or call the Touro Emergency Hotline, 1-88-Touro-911.

For more information on Emergency Preparedness, see Appendix G.

### Lost and Found

Lost and found items should be brought to (or picked up at) the security desk or the site coordinator's office at each branch campus or site.



**The School of Health Sciences, Bayshore, New York**

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## **LOCATING INFORMATION:**

### **CHART FOR STUDENT CONCERNS AND QUESTIONS**

<b><u>Concern</u></b>	<b><u>Contact</u></b>
<b>Absence Policy</b>	Course Instructor
<b>Academic Information</b>	Faculty Advisors, Advisors/Counselors
<b>Add or Drop a Course</b>	Office of the Registrar/Advisors/Counselors
<b>Admissions Application</b>	Office of Admissions
<b>Admissions Questions</b>	Office of Admissions
<b>Building/Maintenance Issues</b>	Office of the Vice President of Operations
<b>Career Information</b>	Faculty Advisors, Pre-Professional Advisors, Career Services Office Advisors/Counselors
<b>Challenge Examination</b>	Department Chairpersons
<b>Change of Name/Address</b>	Office of the Registrar
<b>CPA Examination</b>	Dean of Undergraduate Business
<b>Code of Conduct Violation</b>	Office of the Dean of Students
<b>Computer Center Issues</b>	Director of Academic Computers
<b>Course Description</b>	College Bulletin
<b>Dental Care Coverage</b>	Office of the Dean of Students
<b>Diplomas</b>	Office of the Registrar
<b>Disabilities Accommodation</b>	Office of the Dean of Advisement and Counseling
<b>Discrimination Complaints</b>	Office of Human Resources Office of the Dean of Students
<b>Extension of Time to Complete Course Requirements</b>	Instructor, Department Chair Dean of Faculties. Committee on Academic Standing
<b>FAFSA Form (for Financial Aid)</b>	Office of Financial Aid
<b>Financial Aid Programs</b>	Site Director
<b>Foreign Student Issues</b>	Registrar, West 23rd Street Campus in Manhattan, 212-463-0400 ext. 5607
<b>General Student Assistance</b>	Site Directors
<b>Grade Appeals</b>	Instructor (First Step) Department Chairs (2nd Step) Dean of Faculties (3rd Step) Committee on Academic Standing (4th Step)
<b>Graduation Applications</b>	Office of the Registrar



<b>Graduation Check Conference</b>	Office of Advisement and Counseling
<b>Graduate School Programs</b>	Department Chairs, Advisors/Counselors
<b>Grievance Against Instructor</b>	Department Chairs (1st step), the Dean of Faculties (2nd step)
<b>Health Insurance Coverage</b>	Office of the Dean of Students
<b>Health and Wellness Problems</b>	Substance Abuse Counselors Office of Advisement and Counseling
<b>Independent Studies</b>	Department Chairperson
<b>Internships</b>	Office of Career Services, Dept. Chair
<b>Israel Option</b>	Office of Admissions (LAS)
<b>Jewish Studies Transfer Credits</b>	Office of the Registrar
<b>Job Placement</b>	Office of Career Services
<b>Leaves of Absence</b>	Office of the Registrar
<b>Letters of Recommendation</b>	Professors, Department chairs
<b>Letters Certifying Full Time Status</b>	Office of the Registrar
<b>Life Experience Credits</b>	Office of the Dean of Faculties
<b>Major Forms</b>	Office of the Registrar, Advisement Offices (to be completed prior to graduation)
<b>Make-up Missed Final Exam</b>	Course Instructor, Dean of Advisement & Counseling
<b>New York State Teacher's Exam</b>	Department of Education
<b>Official Transcripts</b>	Office of the Registrar
<b>Personal Problem</b>	Advisors/Counselors, Dean of Advisement and Counseling
<b>Pre-Law Advisement</b>	Dean of Students
<b>Pre-Medical Advisement</b>	Chairperson, Department of Biology
<b>Professional Studies Information</b>	Pre-Professional Advisors
<b>Programs and Major Requirements</b>	Faculty Advisors, Advisors/Counselors
<b>Program Changes</b>	Advisors/Counselors, Office of the Registrar
<b>Resume Assistance</b>	Office of Career Services
<b>Report Change of Name/ Address</b>	Office of the Registrar
<b>Reporting a Crime on Campus</b>	Security Officer at your location or call 1-88-Touro-911
<b>Request a Transcript</b>	Office of the Registrar
<b>Retroactive Withdrawal from a Class</b>	Committee on Academic Standing*
<b>Security Issues</b>	Office of the V.P. of Operations

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**State, Federal and Touro College**

**Grants**

**Student Visas**

**TAP Waiver**

**Transfer Credit Evaluation**

**Transcript Requests**

**Tuition and Fees**

**Tuition Payment Plans**

**Tutoring**

**Veterans Benefit Option**

**Withdrawal from College**

Office of Financial Aid

Office of the Registrar

Committee on Academic Standing\*

Office of the Registrar

(212-463-0400 ext. 5654)

Office of the Registrar

Office of the Bursar

Office of the Bursar

Resource Centers

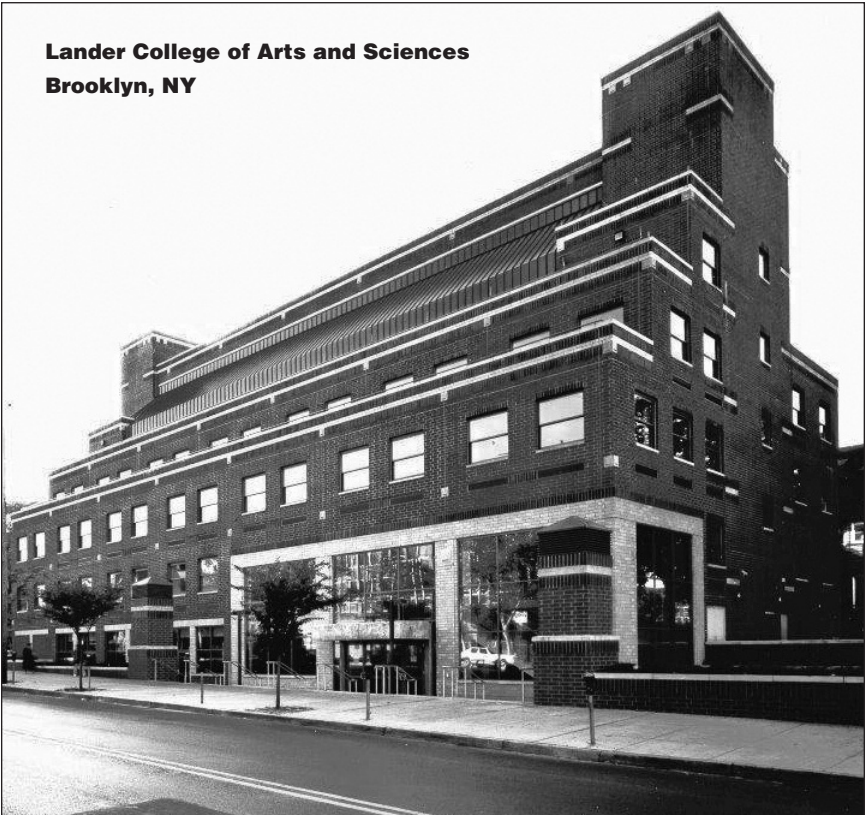
Office of the Registrar,

Office of Financial Aid

Office of the Registrar

\* Formal, written petition with documentation required to be submitted through the Office of Advisement and Counseling

**Lander College of Arts and Sciences  
Brooklyn, NY**



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## **IMPORTANT OFFICES AND THEIR PHONE NUMBERS**

### **Office of the Registrar**

Flatbush Campus, Brooklyn  
(718) 252-7800, ext. 222, 248

Lander College for Men (Queens)  
(718) 820-4928

West 23rd Street Campus, Manhattan  
(212) 463-0400, ext. 5607

Lander College for Women  
(Manhattan) (212) 287-3520

Bensonhurst Center  
(718) 265-6534, ext. 1011/1013

Brighton Center  
(718) 449-6160, ext. 114/124

Touro Computer Center  
(718) 336-6471, ext. 30106/07

### **Office of Financial Aid**

Flatbush Campus, Brooklyn  
(718) 252-7800, ext. 231/259

West 23rd Street Campus, Manhattan  
(212) 463-0400, ext. 5627

Bensonhurst Center  
(718) 265-6534, ext. 1007/1008

Brighton Center  
(718) 449-6160, ext. 128

Touro Computer Center  
(718) 336-6471, ext. 30104/05

### **Dean of Faculties**

500 7th Avenue, Manhattan  
(646) 565-6000, ext. 55412/ 55413  
Fax: (212) 627-9054

### **Executive Dean of NYSCAS**

West 23rd Street Campus, Manhattan  
(212) 463-0400, ext. 5423

### **Dean of Students**

The Flatbush Campus, Brooklyn  
(718) 252-7800, ext. 234  
Fax: (718) 253-9455

West 23rd Street Campus, Manhattan  
(212) 463-0400, ext. 5419

### **Dean of Advisement and Counseling**

The Flatbush Campus, Brooklyn  
(718) 252-7800, ext. 253;

### **Associate Dean of Students, NYSCAS**

West 23rd Street Campus, Manhattan  
(212) 463-0400, ext. 5513

### **Associate Dean of Faculties, NYSCAS**

West 23rd Street Campus, Manhattan  
(212) 463-0400, ext. 5350

### **SECURITY OFFICES**

Ms. Lydia Perez, Director  
43 West 23rd Street, Manhattan  
(212) 463-0400, ext. 5134

### **TITLE IX COORDINATOR**

Compliance Officer

Elan Baram

500 7th Avenue, 4th Floor

New York, NY 10018

212-463-0400 x 5636

[elan.baram@touro.edu](mailto:elan.baram@touro.edu)

or alternatively the Chief Compliance  
officer at [compliance@touro.edu](mailto:compliance@touro.edu)

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## **IV. SCHOOL-SPECIFIC INFORMATION**

*Touro College has several different undergraduate divisions or schools. Information that is unique to each of them is provided on the following pages.*

### **THE LANDER COLLEGES (FLATBUSH, MANHATTAN, AND QUEENS)**

The Lander Colleges include several divisions: men's and women's divisions on Avenue J in the Flatbush section of Brooklyn, a men's college in Kew Gardens Hills in Queens, and a women's college in Manhattan.

### **A1. ADMINISTRATION**

#### **THE LANDER COLLEGE OF ARTS AND SCIENCES IN FLATBUSH**

##### **Vice President and Dean of Students**

The Vice President for Planning and Assessment and Dean of Students has executive oversight authority for the management of the college's Flatbush Campus.

DEAN ROBERT GOLDSCHMIDT  
1602 Avenue J, Room 202  
(718) 252-7800, ext. 234  
[robertgo@touro.edu](mailto:robertgo@touro.edu)

### **Additional Listings**

Other administrators with significant responsibilities at the Flatbush campus are:

DEAN BARRY BRESSLER  
Dean of Undergraduate Business  
Room 202A  
718-252-7800 ext. 235  
[bbressler@touro.edu](mailto:bbressler@touro.edu)

DEAN AVERY HOROWITZ  
Dean of Advisement and  
Counseling  
Room 211B  
718-252-7800 ext. 253  
[averymh@touro.edu](mailto:averymh@touro.edu)

#### **THE LANDER COLLEGE FOR MEN, KEW GARDENS HILLS**

##### **Dean of the College**

The Dean of Lander College for Men in Kew Gardens Hills provides leadership and is responsible for academic quality and curricular offerings in that division of the college. This office is also responsible for a men's evening division at that location.

DEAN MOSHE SOKOL  
718-820-4889  
[sokolm@touro.edu](mailto:sokolm@touro.edu)  
DEAN HERBERT RATNER,  
ASSISTANT DEAN  
Room 310  
718-820-4889  
[hratner@touro.edu](mailto:hratner@touro.edu)  
75-31 150th Street  
Kew Garden Hills, NY 11367  
(718) 820-4800

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## **THE LANDER COLLEGE FOR WOMEN THE ANNA RUTH AND MARK HASTEN SCHOOL IN MANHATTAN**

### **Dean of the College**

The Dean of Lander College for Women in Manhattan provides leadership and is responsible for academic quality and curricular offerings in that division of the college. The Dean of Lander College for Women reports to the Dean of Faculties.

DEAN MARIAN STOLTZ-  
LOIKE

(212)287-3507

[marian.stoltz-loike@touro.edu](mailto:marian.stoltz-loike@touro.edu)

DEAN SIMCHA SHASHA-  
SUGAR, ESQ.

[simcha.shasha2@touro.edu](mailto:simcha.shasha2@touro.edu)

(212) 287-3503

227 West 60th Street, New York  
10023

## **THE YEAR ABROAD ISRAEL OPTION**

### **Resident Director for the Israel Option**

The Resident Director of the College's Year Abroad Israel Option Program is based in Jerusalem. The director coordinates registrations and provides academic advisement and career counseling and other support services to students completing a year of intensive Jewish studies in Israel. She also schedules visits by Deans and faculty from New York.

DR. CHANA SOSEVSKY

Resident Director,

Israel Option Program

11 Beit Hadfus Street

Givat Shaul Jerusalem 95483

(02) 651-0090 x3

[csosevsky@touro.edu](mailto:csosevsky@touro.edu)



**Lander College for Men, Kew Garden Hills, New York**

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## **ADVISEMENT/COUNSELING STAFF AND FACULTY ADVISORS**

The following is a listing of the professional advisement/counseling staff and the faculty advisors at the Lander Colleges:

Avery M. Horowitz, PHD <i>Dean of Advisement and Counseling</i>	Flatbush Campus
Renee Blinder, LCSW, CASAC <i>Coordinator of Flatbush Advisement and Counseling</i>	Flatbush Campus
Joel Dickstein, PHD <i>Director, Office for Disabilities Services</i>	Flatbush Campus
Lisa Sheinhouse	Flatbush Campus
Robert Solomon	Flatbush Campus
Joshua Zilberberg	Flatbush Campus
Raizy Lowy	Flatbush Campus
Chana Sosevsky <i>Advisor for Overseas Students</i>	Touro College Israel (Jerusalem)
Naomi Klapper	Lander College for Women
Joshua Wyner	Lander College for Men
Simcha Shasha-Sugar <i>Assistant Dean</i>	Lander College for Woman
Herbert Ratner <i>Assistant Dean</i>	Lander College for Men

## **FACULTY/PRE-PROFESSIONAL ADVISORS**

<b>Art</b>	Atara Grenadir Maya Katz** Dorothy McAleer* Chayim Herskowitz
<b>Accounting and Business</b>	Dean Barry Bressler Shammai Bienenstock Devorah Ehrlich Dorothy McAleer* Chayim Herkowitz*
<b>Biology</b>	Robert S.Bressler Kenneth Danishefsky* Alan Levine
<b>Chemistry/Physics</b>	Ann Shinnar Tova Werblowsky Evan Mintzer
<b>Computer Science</b>	Issac Herskowitz Shmuel Fink Abraham Grund Yoni Robinson*
<b>Digital Media Design</b>	Jesse Epstein Susan DeCastro

<b>Economics</b>	Michael Szenberg Morris Yarmish Peter Sperling*
<b>Education/Special Education</b>	Arthur Brezak Joel Dickstein Steven Luel** Deborah Zelasko
<b>Finance</b>	Meyer Peikes Kenneth Bigel* Menachem Rosenberg
<b>Health Sciences and Pre-Medicine/Pre-Dentistry</b>	Robert Bressler Kenneth Danishefsky* Tova Werblowsky Emil Kon
<b>History</b>	Theodore Lauer Tzvi Kaplan**
<b>Languages &amp; Literature &amp; Humanities</b>	Miriam Grossman Betty Engelberg James M. Zarnowiecki Joshua November
<b>Judaic Studies</b>	Samuel Hoenig** Yonasan Sacks* Susan Weissman**
<b>Marketing/Management Mathematics/Actuarial Studies</b>	Ira Teich Dean Stanley Boylan** Samuel Fuhrer** Basil Rabinowitz David Wohl Moshe Snow* Eli Cohen
<b>Philosophy Political Science</b>	Dean Moshe Sokol* David Luchins** Alan Mond Ross Zucker* Thomas Rozinski
<b>Pre-Law</b>	Ross Zucker* Mark Press
<b>Psychology</b>	Naomi Klapper** Alan Perry* Barbara Romain Rebecca Soffer
<b>Sociology Speech &amp; Language Pathology</b>	Mervin Verbit Esther Hurley Randi Sherman**

\* based in Kew Gardens Hills    \*\* based in Manhattan

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## **A2. STUDENT ACTIVITIES**

### **STUDENT GOVERNMENT**

The Lander College for Men and the Lander College for Women elect their respective student governments. Officers of the student government in both divisions typically include a President, Vice-Presidents, a Treasurer and a Secretary. In addition, students elect class representatives. Elections for positions in student government are held once a year. Students on probation or provisional status are ineligible to serve.

Typically, in any academic year, student government sponsored activities will include a number of social events, guest lectures, trips and outings, blood drives, charity drives, and student dinners.

In discharging its responsibilities, the student government relies upon a committee structure that will vary from year to year. Close contact is maintained with student organizations and youth groups in the metropolitan area.

There are many good reasons why students should become involved in student government activities. First, they provide a good opportunity for making new friends. Second, such extracurricular activities provide a forum for developing interpersonal skills, particularly leadership skills and negotiating skills not usually emphasized in the classroom setting. Such skills are useful in the working world. Third, extracurricular participation will enhance a resume or graduate/professional school application.

### **CAMPUS ORGANIZATIONS AND CLUBS**

The following is a listing of campus organizations and academic clubs that have held student activities in recent years:

Accounting and Business Society  
Biology and Health Sciences Society  
Computer Science Society  
Political Science/Pre-Law Society  
Speech Language Pathology Society  
Psychology Club  
Pre-Medical Society

### **STUDENT NEWSPAPERS**

Student newspapers are published at the Manhattan, Queens and Flatbush campuses. *The Independent* is the official newspaper of the Lander College for Women in Manhattan. Students at the Lander College for Men in Kew Gardens Hills, Queens publish *The Lander Chronicle*.

All students are encouraged to contribute articles and to become involved in their respective campus newspapers.

### **FUNDRAISING**

No student group or organization may solicit funds or contributions in kind for its own use or for any community or charitable purpose without receiving prior authorization in writing from the Office of the Dean of Students.



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## **A3. SUPPORT SERVICES**

### **TUTORING SERVICES AND WRITING CENTERS**

Peer tutoring assistance is available free of charge. Peer tutors (usually seniors) can help students in such areas as Accounting, English, Mathematics and Computer Science, and the Natural Sciences (Biology, Chemistry). In addition, there is a Writing Center.

Writing Centers, staffed by faculty, exist at the Lander College in Flatbush for Women in Manhattan and the Lander College for Men in Kew Garden Hills.

### **SPECIALIZED COUNSELING**

A specialist (Mrs. Renee Blinder, LCSW) is available to help students cope with substance and/or alcohol abuse problems, as well as other health and wellness issues. To reach this counselor, please call **(718) 252-7800, ext. 254**, or speak to the advisor at your location. Another specialist (Dr. Joel Dickstein) assists students with disabilities. He can be contacted at **(718) 252-7800 ext. 273**.

### **STUDENT LOUNGES**

Lounges provide a space where students can relax between classes. Some lounges have food vending machines, where sushi, vegetable salads, wraps, sandwiches, snacks and beverages can be purchased.

## **B. NEW YORK SCHOOL OF CAREER AND APPLIED STUDIES (NYSCAS)**

NYSCAS was created by the merger of the former School of General Studies (SGS) and the School of Career and Applied Studies (SCAS). The former SCAS sites (Midwood, Brighton, Bensonhurst, Spring Creek (Starrett City), Kings Highway and Forest Hills) are referred to as Brooklyn in the following pages, while the former SGS sites (Midtown, and Flushing) are referred to as Manhattan.

The former SCAS, based in Brooklyn was established in 1986 to meet the educational needs of Jewish immigrants from the former Soviet Union who were arriving in the metropolitan New York area in large numbers. Since that time, the school has greatly diversified its student population, expanded its scope and currently offers degree and certificate programs in Computer Science, Business, and Human Services, as well as Liberal Arts. The school also has tracks leading to various health-profession programs such as Physical Therapy and Occupational Therapy, Physician Assistant and Osteopathic Medicine.

The former SGS, based in Manhattan was established in 1974 and offers baccalaureate, associate, and certificate programs to educationally underserved populations in New York City. The school has branches on 23rd Street in Manhattan, and in Flushing Queens.

The New York School of Career and Applied Studies also administers a network of small neighborhood-based outreach centers to help students take their first step toward a college degree.

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## **B1. ADMINISTRATION**

### **EXECUTIVE ADMINISTRATIVE DEAN**

The Vice President of Community Education and Executive Administrative Dean is the chief administrator of the New York School of Career and Applied Studies, and reports to the Vice President of Undergraduate Education. The Vice President is directly responsible for the planning and coordination of the administrative activities of non-academic staff of General Studies, and for the integration of academic activities and programs in the School. As chief administrative officer of the New York School, the Vice President supervises the administration of all facilities of the School at all campuses and extension facilities.

DEAN EVA SPINELLI-SEXTER  
27-33 West 23rd Street,  
Room 312  
(212) 463-0400, ext. 5423  
[espinelli@touro.edu](mailto:espinelli@touro.edu)

### **ASSOCIATE DEAN OF FACULTIES, NYSCAS**

The Associate Dean supervises academic affairs throughout NYSCAS. He also directly supervises the faculty in Manhattan and has particular responsibility for developing semester course schedules and staffing classes. Student issues and requests which should be brought to the attention of the Associate Dean of Faculties include course conflicts, requests for independent studies as tutorials, petitions to add a new course to the curriculum, and grade appeals after departmental channels have been exhausted. The Associate

Dean reports to the Dean of Faculties.

DEAN LEON PERKAL  
27-33 West 23rd Street, Room 536  
(212) 463-0400, ext. 5350  
Fax (212)534-2266  
[leonp@touro.edu](mailto:leonp@touro.edu)

### **CHAIRMAN, ENGLISH AND ESL**

An important part of the academic program is strengthening student abilities in English, especially for those students born in other countries who are recent immigrants to New York. The Chair also supervises Brooklyn's Resource Centers. She reports to the Dean of Faculties.

MS. FRADA HAREL  
Chair of ESL and English  
Department  
1602 Avenue J  
Brooklyn, NY 11230  
1870 Stillwell Avenue  
Brooklyn, NY 11239  
(718) 252-7800 ext. 228  
[Frada.harel@touro.edu](mailto:Frada.harel@touro.edu)

### **ASSOCIATE DEANS OF NYSCAS**

The Associate Deans of The New York School for Career and Applied Studies are responsible for the entire range of administrative policies governing the school's Brooklyn and Manhattan locations respectively. Site coordinators/student service associates at each location report directly to them.

DEAN ELLA TSIRULNIK  
1870 Stillwell Avenue  
Brooklyn, NY  
(718) 265-6534 Ext. 1017, 1010  
[etsirulniuk@touro.edu](mailto:etsirulniuk@touro.edu)

DEAN LENIN ORTEGA  
 27-33 West 23rd Street,  
 Room 310  
 (212) 463-0400, ext. 5440  
[lenin.ortega@touro.edu](mailto:lenin.ortega@touro.edu)

**ASSOCIATE DEAN OF STUDENTS (MANHATTAN)**

The Associate Dean of Students of NYSCAS maintains liaison with all Manhattan student government associations and the coordinator of student activities, and imposes disciplinary sanctions for violations of college regulations, particularly the Student Code of Conduct. In his role as ombudsman, the Associate Dean investigates student grievances and makes recommendations for remedial action when appropriate. The Associate Dean is also in charge of Manhattan Learning Centers.

DEAN TIMOTHY TAYLOR  
 27-33 West 23rd Street,  
 Room 310  
 (212) 463-0400, ext. 5513

**NYSCAS ADVISEMENT**

Academic advisement and counseling services are provided at all NYSCAS branch campuses and extension centers. In addition, faculty in each department provides specialized advice about their departments and majors as well as careers in those fields.

**Academic Advisors/Counselors, Brooklyn**

The following are advisors/ counselors in NYSCAS:

Avery M. Horowitz	Dean of Advisement and Counseling
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Rachel Baror	Disabilities Services
Renee Blinder (Ave J)	Credentialed Alcohol and Substance Abuse Counselor
Marcia Bodenstein	Avenue J
Galina Kruglyansky	Staten Island
Anita Quinde	Brighton
Yuliya Sokolovskaya	Bensonhurst
Galina Reznikova	Kings Highway
Barry Katz	Kings Highway
Renate Ross	Bensonhurst
Ilene Rubenstein	Spring Creek
Laura Rusakova	Forest Hills
Leo Safyan	Spring Creek
Zena Schechter	Career Guidance
	Brighton Beach, Bensonhurst
Vladimir Shapiro	Avenue J
Anna Veretlinaya	Brighton Beach

**Faculty Advisors in Brooklyn (NYSCAS)**

Accounting & Business	Kenneth Dreifus, Dean Barry Bressler
Communication	Judah Weller
Computer Science	Payam Bina
Education	Gail Bell-Baptiste
Health Sciences	Tova Werblowsky Robert Bressler
	Milton Schiffenbauer
History	
Political Science	Frances Baer
Human Services	Gerald David
Languages and Literature	Frada Harel

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Mathematics

Isabella

Willie Evans

Substance Abuse

Ashurova

Specialist

Pre-Law

Thomas

Tammie Moore

Main Campus

Rozinski

Chung Pang

Main Campus

Psychology

Gerald David

Sociology

Martin Gallatin

### **Director of Advisement NYSCAS (Manhattan)**

The Director of Advisement coordinates and supervises advisement and counseling as well as career and substance abuse education for New York SCAS locations.

Ms. Sophia Volfson

27-33 West 23rd Street,

Room 217

(212) 463-0400, ext. 5509, 5510

[sofiav@touro.edu](mailto:sofiav@touro.edu)

### **Advisors/Counselors and Career Counselors, Manhattan**

Following are some of the advisors/counselors in Manhattan

Sophia Volfson

Main Campus

(Director)

Rachel Baror

Disabilities

Services

### **Faculty Advisors In Manhattan**

Biology

Milton

Schiffenbauer

Business &

Economics

Kenneth Dreifus

Chemistry & Physics

Filomena

Califano

Robert Fardon

Communication

Hal Wicke

Computer Science

Arjun Mahat

Education

Catherine

Barksdale

English

William Lewis

English as a Second

Language

Frada Harel

Hispanic Studies

Delia Cameo

History

Dean Leon

Perkal

Human Services

Cynthia Swangin

Mathematics

Warren Kunz

Para-legal Studies

Brent Cutler

Social Science

Frances Baer

Psychology

Carole Beckford

Sociology

Mervin Verbit

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## **B2. ADMINISTRATIVE POLICIES/SERVICES**

### **LEARNING RESOURCE CENTERS**

In order to facilitate learning, the School of Career and Applied Studies provides Resource Centers at all major sites. The Resource Centers use a multimedia approach to language development. They are all available to support classroom instruction and facilitate the acquisition of language skills through individual and small group use.

At the beginning of each semester, students are informed of the location and hours of the Resource Centers and the materials they provide. An orientation session is scheduled with the Resource Coordinator to acquaint students with the

computers and available software. Subsequently, students are assisted by the coordinators to choose material appropriate to their levels and needs. The materials used are selected by the Resource Coordinator in conjunction with the class instructor, and there are suggested assignments for each level.

Each location has audiovisual equipment and texts with cassettes, which supplement and enhance classroom instruction. Students work on listening comprehension, speaking, vocabulary, reading, writing, note-taking, and grammar by using tapes, texts, and software.

### **LANGUAGE LABORATORY**

A computer language laboratory is available at the Touro Computer Center, 1726 Kings Highway. Containing hardware and an extensive audio-lingual



**Lander College for Women –  
The Anna Ruth and Mark Hasten School in Manhattan**

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library, the SONY lab provides an excellent program for second language acquisition for all students. A master computer controls the system, making it possible for the Resource Coordinator to monitor and evaluate the communicative activities of individuals or groups. Furthermore, students can interact with each other by practicing in pairs or small groups, depending on the task assigned. Lab orientations are organized for all classes at the beginning of each semester, and individual orientations can be arranged anytime with the Resource Coordinator.

## **TUTORING**

English language tutors are available at various centers of the New York School of Career and Applied Studies. For information about tutoring hours students should contact Center and Site coordinators.

Tutoring assistance is available free of charge in selected fields. Peer tutors (usually seniors) assist students in such areas as accounting, mathematics and computer science, and the natural sciences (biology, chemistry).

## **TEXTBOOKS**

The New York School of Career and Applied Studies provides textbooks for most courses to students for their use during the semester. Students are responsible for returning the books after the semester. Books may also be purchased if the student prefers.

## **STUDENT LOUNGES**

Lounges in some locations provide spaces where students can relax between classes. Some of the lounges have food

vending machines, dispensing snacks and cold drinks.

## **WHO'S WHO**

Every year NYSCAS faculty and staff nominate a small group of students for inclusion in "Who's Who Among Students in American Universities and Colleges."

Nominees must have a high grade point average index combined with a strong commitment to serve their college. Only juniors and seniors in baccalaureate programs are eligible for this honor. Therefore it is desirable that students who want to achieve this goal should focus strongly on academic excellence, beginning with their freshman year.

## **SERVICE AND SPECIAL RECOGNITION AWARDS**

Each year service awards are given to students at the graduation ceremonies. Faculty and staff nominate students who have performed an exceptional service or who have made special contributions to Touro College. Students who are full-time employees of the College or who are work-study students are eligible for this award provided their contribution is outside the job for which they are being paid. In addition, a special recognition award may be granted by faculty and staff to a baccalaureate candidate who has overcome many personal obstacles and has succeeded against all odds in pursuing the degree to its completion.

## **SUBSTANCE AND ALCOHOL ABUSE COUNSELING**

Specialists are available to help stu-

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dents cope with substance and/or alcohol abuse problems, as well as other health and wellness issues. To reach these counselors, please call (212) 463-0400, ext. 5513 for Manhattan sites or (718) 252-7800 ext. 254 for Brooklyn locations.

### **DRINKING AT SOCIAL GATHERINGS**

Alcoholic beverages may be served at NYSCAS sponsored social events subject to the following restrictions:

1. No fewer than two school officials, responsible for enforcing school policy, must be present on the premises where alcohol is served.

2. No alcoholic beverages will be served to anyone under twenty-one years of age. (ID required).

3. No straight-up drinks. All drinks (except beer) will be mixed either with soda or juice.

4. No more than three beers or three drinks per person.

5. No sale of alcoholic beverages after midnight.

6. No alcohol will be served to anyone who appears to be intoxicated, to anyone who acts in a loud, lewd, or boisterous manner, or to anyone with a known history of such conduct.

### **C. SCHOOL FOR LIFELONG EDUCATION (SLE)**

The School for Lifelong Education offers innovative and individualized programs for mature, self-motivated adults pursuing AA, BA and BS degrees in interdisciplinary studies. The School is based in Borough Park, Brooklyn.

### **ADMINISTRATION**

The Program Director and the Assistant Dean of the School for Lifelong Education are responsible for administrative and academic governance, focusing on intellectual development, curriculum design, and faculty renewal. They report to the Dean of Faculties.

MRS. SHOSHANA GRUN

Program Director

1273 53rd Street

Brooklyn, NY 11219

718-871-6187 ext. 30012

[sgrun@touro.edu](mailto:sgrun@touro.edu)

DR. BRIENDY STERN

Assistant Dean

1273 53rd Street

Brooklyn, NY 11219

718-871-6187 ext. 30013

[briendy.stern@touro.edu](mailto:briendy.stern@touro.edu)

### **ADVISORS/COUNSELORS**

Advisors/counselors and career counselors in SLE include:

Sandra Parness    General

Advisement

Anita Skop

Education

### **D. INSTITUTE FOR PROFESSIONAL STUDIES (IPS)**

The Institute for Professional Studies offers programs for non-traditional students in two locations in Borough Park, Brooklyn. Its programs lead to certificates and associate's degrees.

### **ADMINISTRATION**

The Director of the Institute for Professional Studies is responsible for administrative and academic gover-

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nance, focusing on admissions, student affairs, and curriculum development. The program director reports to the Dean of Faculties.

MRS. ESTHER BRAUN  
Program Director  
1301 45th Street  
Brooklyn, NY 11219 (718) 871-4267 ext. 453  
[ebraun@touro.edu](mailto:ebraun@touro.edu)

MRS. FLORENCE COHEN  
Director of Recruitment  
1301 45th Street Brooklyn, NY  
11219 (718) 871-4267 ext. 451  
[fcohen@touro.edu](mailto:fcohen@touro.edu)

## **ACADEMIC AND CAREER COUNSELORS**

The academic and career counselor in IPS is:

Mindy Brezak  
[mindy.brezak@touro.edu](mailto:mindy.brezak@touro.edu)

## **V. FINANCIAL AID**

### **A. FINANCIAL AID: UNDERGRADUATE STUDENTS**

Touro College is committed to helping students afford the opportunity for a valuable education. In order for the college to determine eligibility for any type of financial aid, all students (except international students) must complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). Financial aid is provided through college, state, and federal funds from scholarships, grants, loans, and employment. Awards are designed to recognize scholastic achievement, service, and/or demonstrated

need. The variety of financial aid programs available allows many students to greatly reduce their educational costs while attending Touro College.

It is the student's responsibility to request, complete, and submit all forms with necessary documentation for all financial aid programs, including scholarships, in a timely manner. These awards are not granted retroactively and are subject to the availability of funds.

Financial aid awards are not guaranteed and subject to all revisions in federal, state and institutional policies, availability of funds, changes in enrollment, minimum grade requirements, housing status, and timely submission of all required documentation.

Students must meet Satisfactory Academic Progress (SAP) requirements at all times in order to receive and retain financial aid.

### **Financial Aid Self-Service & Student Administrative Services HelpDesk**

Financial aid is an enabling element in your educational pursuit. To that end, the Touro College and University System has implemented a dedicated self-service system (NetPartner) intended to help streamline your financial aid experience. With this system, you have the ability to review your financial aid awards, accept or reject loan-based financial aid, gain insight into what might be delaying your financial aid, and much more.

Visit [finaid.touro.edu](http://finaid.touro.edu).

As part of our Financial Aid Self-Service (NetPartner) tool, our newly formed student services helpdesk aims



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to assist all students in the Touro College and University System with their student services questions.

Visit [studentservices@touro.edu](mailto:studentservices@touro.edu).

## **Federal Application Requirements and Procedures**

Students who wish to apply for scholarships, grants and/or student loans are required to complete the FAFSA. The college code to be used on the FAFSA for Touro College is 010142. The FAFSA is available online at [www.fafsa.gov](http://www.fafsa.gov). For maximum consideration for all types of financial aid, students must file their FAFSA applications as soon as possible after January 1st of each year at [www.fafsa.gov](http://www.fafsa.gov).

## **Requirements for Federal Student Aid**

In order to qualify for Federal Student Aid, a student:

- Must be accepted into one of Touro College's degree granting programs and must be fully matriculated in that program.

- Must have a high school diploma or its recognized equivalent, such as a general educational development or GED certificate or has completed home schooling at the secondary level as defined by state law.

- Must be making satisfactory academic progress ["SAP"] toward their degree. SAP policy is located at: <http://www.touro.edu/students/policies/satisfactory-academic-progress-policy/>.

- Must be enrolled at least half time to receive aid from the Stafford and PLUS loan programs.

- Must not have been convicted of a federal or state drug offense.

- Incarcerated students are not eligible for College Work Study and Supplemental Educational Opportunity Grants. They are also eligible for Pell Grants if not incarcerated in a federal or state penal institution.

- Must not be in default on a prior federal student loan.

- Must be a U.S. citizen or permanent resident or other eligible non-citizen.

- Must have a Social Security Number.

- Male students are required to be registered with Selective Service to be eligible for federal financial aid funds. (A male student does not have to register if the student is below the age of 18, or was born before January 1, 1960.)

- With the exception of unsubsidized Stafford Loans and PLUS Loans, all other federal student aid requires students to demonstrate financial need.

## **Federal Verification Requirements:**

When the FAFSA is filed, the federal government reviews the data submitted and selects certain applications for a process called Verification. If a student's application is selected, the student, his or her spouse and/or parents must submit documents that support the information supplied on the FAFSA to the Touro College Office of Financial Aid. This usually includes copies of the appropriate year's IRS Tax Transcripts, a Verification Worksheet (supplied by Touro College) and other supporting documentation as required.

The Touro College Office of Financial Aid will review the informa-

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tion on the FAFSA and make required corrections where necessary. This process may change a student's financial aid eligibility. Students will be notified if corrections result in a change in eligibility.

As part of the Federal Verification process for the 2014-15 award year, Touro College may also request proof of High School Completion (or its recognized equivalent), proof of the receipt of Supplemental Nutritional Assistance Program benefits (SNAP), and/or proof of child support payments. Students may also be requested to appear in person and provide government issued photo identification and sign a Statement of Educational Purpose. If you have questions or concerns, please contact the Touro College Office of Financial Aid.

### **Requirements for Determination of Independent Student Status for Purposes of Federal Student Aid**

To be considered an independent student for any federal financial aid program, students must meet one of the following criteria:

- A. Age 24 or older as of Dec. 31 of the award year
- B. For students under 24, one of the following criteria must be met:
  - Orphan, foster child, or ward of the court at age 13 or older
  - Veteran or currently engaged in active duty in the U.S. armed forces for purposes other than basic training
  - Have legal dependents other than a spouse for whom he/she provides more than 50 percent financial support
  - Graduate or professional student

- Married student (at the time the FAFSA is signed)
  - Classified by the Office of Financial Aid as independent because of other unusual circumstances that have been fully documented and are consistent with federal regulations
  - Have had a legal guardian as determined by a state court
  - An unaccompanied youth who is determined to be homeless, or at risk of being homeless, by a school district, shelter director, or the U.S. Department of Housing and Urban Development
  - Emancipated minor as determined by a court in his/her state of legal residence

Students who do not meet the federal definition of an "independent student" and who have extenuating circumstances may request consideration for a "Dependency Override". In such cases, Touro College will require additional certification and documentation to determine that a student is independent for purposes of Federal Financial Aid Programs. A determination of Independent student status for Federal Financial Aid purposes does not automatically translate to the same determination for State Aid Programs and vice versa. Nor does this determination guarantee that an applicant will receive additional Financial Aid that is sufficient to meet the cost of attendance. The Touro College Office of Financial Aid has the right to adjust or change the determination of Independent student status when conflicting information exists.

Touro College reserves the right to revise its' financial aid programs. All programs are subject to change due to modifications in government or institutional

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policies. Additional criteria and information may be obtained from the Office of Financial Aid. Students are responsible for reading the Financial Aid Terms & Conditions before deciding to accept or reject their financial aid. View the disclosures at <https://finaid.touro.edu>.

## **Touro College Undergraduate Scholarships, Grants & Other Benefits**

Through the generosity Touro College, students may receive academic scholarships and grants on the basis of academic achievement, high scholastic potential, and demonstrated need. Students should contact the Office of Financial Aid for more information on the availability of scholarships and grants.

Following is a list of the various undergraduate scholarships offered by Touro College.

### **Touro Academic Scholarships for Lander College**

Touro Academic Scholarships are awarded competitively to entering undergraduate students on the basis of superior academic achievement (high school average and SAT scores). Scholarships may be renewed for up to four years. Awards are prorated if students register for fewer than 12 credits per semester. Academic Scholarships are not available for summer semester.

### **Touro Academic Scholarships for New York School for Career and Applied Studies**

Touro Academic Scholarships are awarded on the basis of scholastic achievement [3.4 GPA or better] and fi-

nancial need. The scholarship amounts range from \$500 to \$2,500 per academic year.

### **Lander Honors Scholarships**

Lander Honors Scholarships are awarded to undergraduate students with exceptional academic achievement. The scholarship may be up to the cost of tuition per year. Scholarships may be renewed for up to four [4] years and are pro-rated for less than full-time status [12 credits].

### **Touro Deans Scholarships**

Dean's Scholarships may be awarded to students whose tuition costs are not covered through other financial assistance programs. The applicant's family income, family size, financial need, and special circumstances, as well as community service are considered. In order to be considered for a Dean's Scholarship, students must complete the FAFSA application each year.

### **Touro Grants**

Touro Grants are awarded on the basis of financial need to matriculated undergraduate students who are enrolled on a full time or part time basis and are in good academic standing and whose tuition costs are not fully covered. Touro Grants will not be awarded to cover additional tuition charges for students enrolled for more than 18 credits per semester.

### **Presidential Scholarships**

The Presidential Scholarships are awarded on the basis of achievement, leadership and community service potential, financial need or other special circumstances. Students are eligible to

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apply for this scholarship after filing a FAFSA application and review by the Office of Financial Aid.

### **Tuition Payment Plans**

Tuition payment plans are available. Please direct all inquiries to the Office of the Bursar.

### **Employee Benefits/ Tuition Remission**

Tuition remission is extended to full time faculty and staff, their spouses and dependent children under 30 years of age. Students must be making satisfactory academic progress. In addition, anyone in default of a student loan is excluded from receiving this benefit. Students taking undergraduate classes may receive up to 50-100% tuition remission depending on the program. Students taking classes at the graduate or professional level will receive up to 25% tuition remission. Full time employees of Touro College who wish to take advantage of the Employee Benefits Tuition Remission Policy should contact the Office of Financial Aid.

### **OTHER FINANCIAL AID SOURCES**

#### **Memorial Scholarships For Families Of Deceased Police Officers And Firefighters**

These awards are made available to the children and spouses of deceased police officers, firefighters, and volunteer firefighters of New York State who have died as a result of injuries sustained in the line of duty. Recipients must be New York State residents, enrolled on a full-time basis, and matriculated in approved undergraduate programs at col-

leges in New York State.

The scholarships are available for four years of undergraduate study. Students who meet the criteria for these awards may request special Memorial Scholarship Supplements from NYSH-ESC, 99 Washington Avenue, Albany, New York 12255, via the mail, by phone at (888) 697-4372, or via the internet at [www.hesc.org](http://www.hesc.org). The deadline for filing is May 1st.

The special Scholarship Supplements merely establish eligibility for these scholarships. To receive payment, applicants must complete their FAFSAs and New York State Express TAP Applications (ETAs) each year. Awards are usually equal to the non-tuition allowances (such as room and board, books and supplies, and transportation) as determined annually by the Commissioner of Education, less any Federal Pell Grants and other federal and/or State-funded scholarships or grants.

#### **World Trade Center Memorial Scholarships**

This scholarship is for the children and spouses of deceased or severely and permanently disabled victims of the September 11, 2001 terrorist attacks. This includes victims at the World Trade Center site, the Pentagon, or on flights 11, 77, 93, 94 and 175.

To apply, print a copy of the World Trade Center Memorial Scholarship Application from [WWW.HESC.ORG](http://WWW.HESC.ORG) and mail with the necessary documentation to HESC Scholarship Unit, 99 Washington Avenue, Albany, NY 12255. Students must complete their FAFSAs, as well.

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## **Regents Awards For Child Of Veteran**

These awards are for the children of veterans who are deceased, disabled, or missing in action as a result of service in the Armed Forces of the U.S. during wartime and/or periods of armed conflict, or who were classified as prisoners of war during such service. Applicants must be current residents of New York State, enrolled on a full-time basis, and matriculated in approved programs at colleges in New York State. Students who meet the criteria may request the special Child of Veteran Award Supplements from NYSHESC, 99 Washington Avenue, Albany, New York, 12255, via the mail, by phone at (888) 697-4372, or via the internet at [WWW.HESC.ORG](http://WWW.HESC.ORG). The deadline for filing is May 1st.

The special Award Supplements merely establish eligibility for these awards. To receive payment, applicants must complete their FAFSAs and New York State Express TAP Applications (ETAs) each year. The Child of Veteran Awards are renewable unless the disability condition of the parent changes, in which case NYSHESC must be notified of the change.

## **New York Lottery Leaders Of Tomorrow Scholarships**

Students must be U.S. citizens and graduates of a New York State high school. They must have maintained a B average for seven semesters of high school, demonstrate leadership skills, and document experience in extracurricular and community-service activities. Students must attend a New York State college full-time and maintain a B av-

erage. Each high school principal will recommend two seniors. Award amounts vary each year.

## **AmeriCorps**

AmeriCorps is a national service initiative that engages individuals from all backgrounds in community-service activities. In return for the successful completion of their service, participants receive money for school in the form of education awards that can be applied to outstanding student loans or used for future higher educational and vocational training pursuits. Award amounts vary and awards are prorated for part-time participants'. For more information, call (800) 942-2677 or visit [WWW.AMERICORPS.ORG](http://WWW.AMERICORPS.ORG).

## **FEDERAL GRANTS: UNDERGRADUATE STUDENTS**

### **Federal Pell Grant**

The Federal Pell Grant is for undergraduate, matriculated students who are enrolled in at least one credit and meet the financial need guidelines of the program. Eligibility for the Federal Pell Grant is limited to students who have not received their first bachelor's degree or who are enrolled in certain post-baccalaureate programs that lead to certification or licensure, as well as to those who demonstrate financial need according to the FAFSA results and meet all other eligibility requirements. Students are required to file the Free Application for Federal Student Aid (FAFSA) and will receive the results of their FAFSA directly from the Federal Processing Center. Shortly thereafter, the Touro College Office of Financial Aid re-

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ceives the same information electronically. Awards are based on the Expected Family Contribution (EFC) as determined by a federal methodology, the Touro College cost of attendance, the number of credits attempted in a given semester, and the federal appropriation for the program, as determined by Congress. To maintain eligibility for the Federal Pell Grant, students must apply by submitting the FAFSA annually, continue to meet the financial need guidelines and eligibility rules, and maintain the minimum satisfactory academic progress standards as established by Touro College. Students must also not be in default on any student loan, or owe a repayment of Pell Grant funds for attendance in a prior period. Students may not receive a Federal Pell Grant from more than one institution at a time.

Pell 2014-15 annual awards amounts range from \$587 to \$5,730. Beginning with the 2015-16 award year, the Pell annual award amounts are scheduled to range from \$588. to \$5,775.

### **Pell Grant Lifetime Eligibility Used (LEU)**

The U.S. Department of Education has established new regulations that reduce the duration of a student's eligibility to receive a Federal Pell Grant from 18 full-time semesters (nine years or its equivalent) to 12 full-time semesters (six years or its equivalent). This change was effective with the 2012-2013 Award Year and applies to all students eligible for Federal Pell Grants. If the institution receives notification from the U.S. Department of Education that a Federal Pell Grant applicant has reached, or is close to the Lifetime maximum award,

the institution will notify the student and adjust all awards as necessary.

### **Federal Supplemental Education Opportunity Grant (FSEOG)**

The Federal Supplemental Educational Opportunity Grant (FSEOG) program provides need-based grants to help low-income undergraduate students finance the costs of post-secondary education and may be available to students who are eligible for Federal Pell Grants. Federal funds are limited for this program; only applicants who demonstrate the greatest financial need are considered for FSEOG. These funds are awarded by the Office of Financial Aid. Students must file a FAFSA as part of the application process for an FSEOG. Eligibility is determined annually based on results from the FAFSA, and students must maintain satisfactory academic progress as determined by the applicable Touro College degree program rules.

### **Federal College Work-Study Program ["FCWC"]:**

Touro College participates in the federally sponsored Federal College Work-Study Program (FCWS). Students should complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov) and indicate a desire to participate in the Federal College Work Study Program on the FAFSA application. The Office of Financial Aid will determine a student's eligibility based on demonstrated financial need and availability of federal funds. If the student is eligible and would like to participate in the Federal College Work-Study

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Program, they must accept the offer of assistance and contact the Office of Financial Aid. If a student fails to contact the Office of Financial Aid by the first week in October for the fall semester, or the first week in February for the spring semester, there is a risk that the college work study award may be cancelled. Funds are limited and there is usually a waiting list of students who would like to obtain positions. Please be aware that the amount of FCWS indicated on the financial aid package is not deducted from the student's tuition bill, but rather reflects the amount of money available for the student to earn under the program. It is the student's responsibility to obtain a job through the Office of Financial Aid. Renewal is dependent upon continued demonstration of financial need, availability of federal funds and maintenance of the minimum academic standards established by Touro College. Students are required to file the FAFSA and indicate a desire to participate each year for continued determination of eligibility.

## **STATE GRANTS**

### **New York State Tuition Assistance Program (TAP)**

The Tuition Assistance Program is an entitlement program, which means that all eligible applicants receive awards. Award amounts are determined by type of school, level of study, tuition charges, and NYS net taxable income as reported on the New York State Express Tuition Assistance Program Applications (ETA) for Tap and other state aid eligibility. In order to be eligible for state aid a student must:

- Be a U.S. citizen or eligible

noncitizen.

- Be a New York State resident for at least one year prior to the semester for which aid is sought.

- Be enrolled full time and matriculated in an approved N.Y.S. post-secondary program (students may be enrolled on a half time basis for summer).

- Be in good academic standing.

- Have graduated from high school within the United States, have a GED, or demonstrate the ability to benefit.

- Be within the prescribed income limitations.

- Not be in default on a student loan guaranteed by HESC and not be in default on any repayment of state awards.

- Have, at least, a cumulative "C" average after receipt of two annual payments of the state sponsored student financial aid.

- Have completed a Free Application for Federal Student Aid (FAFSA) or the Renewal FAFSA. Annual TAP awards for the academic year 2014-2015 will range between \$ 500. - \$ 5,165.

Undergraduate students may receive up to eight semester of TAP for full time study in a baccalaureate program.

### **ABILITY TO BENEFIT**

First time state aid recipients in the 2006-2007 academic year and thereafter, who do not have a certificate of graduation from a recognized school within the United States providing secondary education (a high school diploma or recognized equivalent), must attain "a passing score on a federally approved ability to benefit (ATB) test.

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## TAP FOR SUMMER STUDY

To be eligible for an accelerated summer payment, a student receiving a first year award and thereafter must satisfy these criteria in addition to the standard TAP eligibility requirements for each summer semester of attendance :

- Be full time in the prior spring term;
- Earn 24 credits from the same institution in the prior two terms (3 credits equivalent in remedial study in each term are permitted as part of the total) 24 credits, or 18 credits plus 6 credit equivalents); this requirement must be met each time an accelerated award is sought;
- Enroll for at least six but fewer than 12 semester hours for a half time accelerated payment.

## New York State Academic Standard

A student who has received tuition assistance grant awards from the New York State Tuition Assistance Program (TAP) is required to complete at least 6 semester hours in each semester of the first year in which he or she received an award, 9 credits in each semester of the second year, and 12 credits in each semester of the third and fourth years, with any grade other than W, WU and WNA. Students who withdraw from all courses in any semester or who fail to maintain satisfactory progress as defined above are ineligible to receive TAP grants from that point, unless they receive a one-time TAP waiver (see the section below entitled “Committee on Academic Standing” for the procedure to request a TAP waiver).

For financial aid purposes, good academic standing consists of two ele-

ments: **Satisfactory Academic Progress and Pursuit of Program.** Satisfactory progress is a measure of the student’s *achievement*, of earning credits toward a degree or certificate with a specified grade point average. Pursuit of program is a measure of the student’s *effort* to complete a program.

In accordance with section 145-2.2 of the *Regulations of the Commissioner of Education*, each institution participating in State student financial aid programs must determine whether a student is in good academic standing based on a standard of satisfactory academic progress comprising a minimum number of credits to be accrued (earned) with a minimum cumulative grade point average in each term an award payment is received. The progress standard is most clearly presented in chart format (see below).

Initially, the regulation provided that each institution establish and submit for the Commissioner’s approval its proposed standard of progress. However, for the 1995-96 academic year and thereafter, new legislation mandated a minimum cumulative C average after a student has received four full-time semester award payments or the equivalent (24 payment points).

Effective for the 2010-11 academic year and thereafter, New York State Education Law requires a non-remedial student, whose first award year is in 2010-11 and thereafter, must meet new standards of satisfactory academic progress (SAP). Non-remedial students whose first year is 2007-08 through 2009-10 must meet the SAP requirements enacted in 2006. Those meeting the *definition of “remedial student”* are



not subject to the new SAP standards, but will use the requirements established in 2006. The law enacted in 2006 mandated minimum standards of satisfactory

academic progress for students receiving their first State award in academic year 2006-07 year.

### Academic Standard Charts

<b>Calendar: Semester</b>						
<b>Program: Associate's Degree &amp; Certificate Programs (2010 Standards): applies to non-remedial students first receiving aid in 2010/11 and thereafter</b>						
Before being certified for this payment	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
<b>a student must have accrued at least this many credits</b>	0	6	15	27	39	51
with at least this grade point average	0	1.3	1.5	1.8	2.0	2.0

<b>Calendar: Semester</b>										
<b>Program: Baccalaureate Program(2010 Standards): applies to non-remedial students first receiving aid in 2010/11 and thereafter</b>										
Before being certified for this payment	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup> *	10 <sup>th</sup> *
<b>a student must have accrued at least this many credits</b>	0	6	15	27	39	51	66	81	96	111
with at least this grade point average	0	1.3	1.5	1.8	2.0	2.0	2.0	2.0	2.0	2.0

<b>Calendar: Semester</b>						
<b>Program: Associate's Degree &amp; Certificate Programs (2006 Standards): applies to non-remedial students first receiving aid in 2007-08 through 2009-10 and remedial students first receiving aid in 2007-08 and thereafter</b>						
Before being certified for this payment	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
<b>a student must have accrued at least this many credits</b>	0	3	9	18	30	45
with at least this grade point average	0	.5	.75	1.3	2.0	2.0

<b>Calendar: Semester</b>										
<b>Program: Baccalaureate Program(2006 Standards): applies to non-remedial students first receiving aid in 2007-08 through 2009-10 and remedial students first receiving aid in 2007-08 and thereafter</b>										
Before being certified for this payment	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup> *	10 <sup>th</sup> *
<b>a student must have accrued at least this many credits</b>	0	3	9	21	33	45	60	75	90	105
with at least this grade point average	0	1.1	1.2	1.3	2.0	2.0	2.0	2.0	2.0	2.0

<b>Calendar: Semester</b>								
<b>Program: Graduate Divisions other than the Law Center (eligible only for NYS Scholarship)</b>								
Before being certified for this payment	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
<b>a student must have accrued at least this many credits</b>	0	3	9	18	30	45	60	75
with at least this grade point average	0	2.0	2.5	2.75	3.0	2.0	3.0	3.0

\*New York State regulations require that students maintain a “C” average (2.0) starting with their fifth TAP payment. Students may petition for a “C” waiver from the Committee on Academic Standing if there are extenuating circumstances.

\*\*Only students in approved five-year undergraduate programs may receive more than 8 semesters of undergraduate awards of New York State financial aid.

Students failing to meet these standards may be subject to loss of student status and/or financial aid. According to New York State guidelines, one TAP waiver only of these standards may be requested during the student’s undergraduate career. A student may receive more than one “C” waiver under limited circumstances. Please consult with your advisor.

A transfer student, after an official evaluation of his/her transcript, is placed on an Academic Standard Chart in accordance with the number of transfer credits he or she receives, and is expected to progress along the chart from that point. Transfer students and part-time students should consult the Office of the Registrar to determine their position on the appropriate Academic Standard Chart.

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## **Standard of Satisfactory Academic Progress for the Purpose of Determining Eligibility for State Student Aid**

For purposes of financial aid eligibility, the charts below indicate the number of credits the student must complete and the minimum GPA that must be achieved to maintain satisfactory progress for New York State financial aid purposes. **A student is also expected to maintain Satisfactory Academic Progress as measured in terms of credits attempted toward his/her degree, as described above.** To determine the number of credits a student must complete and the minimum grade point average that must be achieved to remain in good academic standing, locate the student's semester of study in the first row and read down the columns.

### **NEW YORK STATE AID FOR PART-TIME STUDY (APTS):**

This New York state grant program provides aid amounts up to \$2,000 per year (\$1,000 per semester) for eligible part-time students (3-11 credit hours per semester). Students must be enrolled for the entire 15 weeks of the semester for which they are seeking APTS. They must also be matriculated, maintain good academic standing, meet specified income limits, be a U.S. citizen or eligible noncitizen, be a resident of New York State, have graduated from high school within the United States, have a GED, or demonstrate the ability to benefit, not be in default on a federal or State student loan or on any repayment of state awards not have exhausted TAP

eligibility for full-time study and have a tuition charge of at least \$100 per year. Have completed a Free Application for Federal Student Aid (FAFSA) or the Renewal FAFSA and must file a completed Application for Aid for Part-time Study (HE8073) with the school for each academic year in which an award is sought. Funding is limited and students are strongly urged to apply early. Students must submit all requested documentation to the Touro College Office of Financial Aid as soon as requested.

### **New York State Part-Time TAP**

To be eligible for part-time TAP students must have been first-time freshmen in the 2006-07 academic year or later, have earned 12 credits or more in each of two consecutive semesters and maintain a "C" average. Additionally, students must be registered for 6-11 credits to qualify for Part Time TAP. Part-Time TAP is not the same as Aid for Part-Time Study and both **may not be awarded in the same semester.**

### **OTHER STATE AID PROGRAMS**

#### **NY State Veterans Tuition Awards (VTA)**

Veterans Tuition Awards (VTA) are awards for full-time and part-time study for eligible veterans matriculated in an approved program at an undergraduate or graduate degree-granting institution or in an approved vocational training program in New York State.

NOTE: Students previously approved for this award must apply for payment

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each year. Those students who are attending an approved undergraduate or graduate program may apply for payment for the current academic year by completing the Free Application for Federal Student Aid (FAFSA) and then linking to the TAP on the Web application. See “How to Apply for Payment” below for additional details.

Students attending a vocational school *only* do not have to file the FAFSA or “TAP on the Web” application.

### **Award Amounts**

For full-time study, a recipient shall receive an award of up to the full cost of undergraduate tuition for New York state residents at the State University of New York, or actual tuition charged, whichever is less. Full-time study is defined as twelve or more credits per semester (or the equivalent) in an approved program at a degree-granting institution, or twenty-four or more hours per week in a vocational training program.

For part-time study, awards will be prorated by credit hour. Part-time study is defined as at least three but fewer than twelve credits per semester (or the equivalent) in an approved program at a degree-granting institution, or six to twenty-three hours per week in a vocational training program.

### **Duplicative Benefits**

The combined tuition benefits available to a student cannot exceed the student’s total tuition costs. Tuition payments received by a student under the Post-9/11 GI Bill (Chapter 33 veteran benefits) and Yellow Ribbon program are considered duplicative of any VTA and/or TAP award. Students receiving tu-

ition assistance through these programs may, and in most cases will have their State VTA and/or TAP payment reduced or denied due to these other benefits. However, payments received under the Montgomery GI bill do not duplicate the purpose of the VTA and/or TAP.

**Note:** Students attending high tuition schools may be eligible to receive both the Federal and State benefits. Additionally, students with a “Percentage of Maximum Benefit Payable” under the Post - 9/11 GI Bill (Chapter 33 veteran benefits) Program of less than 100% and those continuing to receive benefits under the Montgomery GI Bill may also receive both Federal and State benefits.

### **VTA BENEFITS - DURATION**

#### **Full-time Study**

- Approved Undergraduate Degree-Granting Programs - Awards are available for up to eight semesters (four years) of undergraduate study. Awards can be made available for up to ten semesters of undergraduate study for enrollment in an approved five-year program or for enrollment in an approved program of remedial study.
- Approved Graduate Degree-Granting Programs - Awards are available for up to six semesters (three years) of graduate study.
- Approved Vocational Training Programs - Awards are available for up to a maximum of four semesters (two years) of study in an approved vocational training program.

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## Part-time Study

- Approved Undergraduate Degree-Granting Programs - Awards are available for up to the equivalent of eight semesters (four years) of full-time undergraduate study in a four-year program. Awards can be made available for up to the equivalent of ten semesters (five years) of full-time study for enrollment in an approved five-year undergraduate program which normally requires five academic years of full-time study.

- Approved Graduate Degree-Granting Programs - Awards are available for up to the equivalent of six semesters (three years) of full-time graduate study.

- Approved Vocational Training Programs - Awards are available for up to a maximum of eight semesters (four years) of part-time study in an approved vocational training program.

- Approved programs are defined as undergraduate degree, graduate degree, diploma, and certificate programs at degree-granting institutions, or noncredit vocational training programs of at least 320 clock hours specifically approved by the New York State Education Department Office of College and University Evaluation.

## Eligible Veterans

Eligible students are those who are New York State residents discharged under honorable conditions from the U.S. Armed forces and who are:

- Vietnam Veterans who served in Indochina between December 22, 1961 and May 7, 1975.

- Persian Gulf Veterans who served in the Persian Gulf on or after

August 2, 1990.

- Afghanistan Veterans who served in Afghanistan during hostilities on or after September 11, 2001.

- Veterans of the armed forces of the United States who served in hostilities that occurred after February 28, 1961 as evidenced by receipt of an Armed Forces Expeditionary Medal, Navy Expeditionary Medal or a Marine Corps Expeditionary Medal.

Students must also:

- Establish eligibility by applying to HESC.

- Be New York State residents.

- Be US Citizens or eligible noncitizens.

- Be matriculated full or part-time at an undergraduate or graduate degree-granting institution in New York State or in an approved vocational training program in New York State.

- Have applied for the Tuition Assistance Program for all undergraduate or graduate study.

- Have graduated from high school in the United States, earned a GED, or passed a federally approved "Ability to Benefit" test as defined by the Commissioner of the State Education Department

- Meet good academic standing requirements

- Be charged at least \$200 tuition per year

- Not be in default on a federal or State made student loan or on any repayment of state awards

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## **How to Establish Eligibility**

Complete the New York State Veterans Tuition Award Supplement or contact HESC. Questions regarding eligible service or how to document service should be directed to the HESC Scholarship Unit at 888.697.4372.

## **How to Apply for Payment**

Once you have established your eligibility, you must apply for payment. While you need only establish your eligibility once, you must apply for payment each year.

Apply for payment as follows:

Undergraduate and Graduate Full-time & Part-time Study - Apply for payment by doing one of the following:

1. Apply online by completing the Free Application for Federal Student Aid (FAFSA) — the form used by most colleges, universities and vocational schools for awarding federal student aid and most state and college aid — and then linking to the TAP on the Web application, or

2. For veterans who do not anticipate filing a FAFSA, complete a Scholarship Grant Payment Application. To receive a copy of the application, please call 888-697-4372.

3. Vocational Training Program students - Complete only the Veterans Tuition Award Supplement.

All applications must be completed by June 30 of the academic year for which an award is sought.

## **NEW YORK STATE AID TO NATIVE AMERICANS:**

### **Eligibility**

Enrolled members of a New York State tribe and their children who are attending, or planning to attend, a college in New York State and are New York State residents may apply for this NY State award. Awards are made to all eligible applicants and there is no qualifying examination. Awards are available for 2, 4 or 5-year programs.

### **Available Awards**

Eligible and/or certified American Indian students are eligible to receive grant awards of up to \$2,000 per year for up to four years of full-time study (five years for specific programs requiring five years to complete degree requirements).

If funding is available, eligible students may receive aid for summer course work. Any aid a student receives for summer school study is deducted from the student's maximum entitlement for four years of full-time college study.

### **Application Process**

Applications must be postmarked by July 15 for the fall semester, by December 31 for the spring semester, and by May 20 for the summer session. There are no fees for submitting an application. Students must apply for each semester (not annually).

### **More Information**

Specific eligibility criteria and information can be found by writing to:  
Native American Education Unit  
NYS Education Department

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Room 461 EBA  
Albany, New York 12234  
(518) 474-0537

**Adult Career and Continuing Education Services – Vocational Rehabilitation (ACCESS – VR) (Formerly VESID)**

The mission of Adult Career Continuing Education Services – Vocational Rehabilitation (ACCESS-VR) Program is to promote educational equity and excellence for students with disabilities while ensuring that they receive the rights and protection to which they are entitled, assure appropriate continuity between the child and adult services systems, and provide the highest quality vocational, rehabilitation and independent living services to all eligible persons as quickly as those services are required to enable them to work and live independent, self-directed lives. For further information, contact 1.800.222.JOBS (5627) or visit [vesid.nysed.gov](http://vesid.nysed.gov).

**LOANS: UNDERGRADUATE STUDENTS**

**Federal Perkins Loans**

*Important Information: Wind-down of the Federal Perkins Loan Program:*

As of January 30, 2015, schools may not make Federal Perkins Loans to new borrowers after September 30, 2015. If prior to October 1, 2015, a school makes the first disbursement of a Federal Perkins Loan to a student for the 2015-2016 award year, the school may make any remaining disbursements of that 2015-2016 loan after September 30, 2015.

In addition, section 461(b)(2) of the

HEA includes a narrow “grandfathering” provision that allows schools to make Federal Perkins Loans to certain students for up to five additional years (through September 30, 2020) to enable students who received loans for award years that end prior to October 1, 2015 “to continue or complete courses of study.” The award year that ends prior to October 1, 2015, is the current 2014-2015 award year, which ends on June 30, 2015.

**Perkins Loan for the 2014-15 Award Year or Earlier:**

This is a fixed-rate, low-interest loan from the federal government that is provided by Touro College. Eligibility is based on financial need as determined by federal calculations from the Free Application for Federal Student Aid (FAFSA). Students who demonstrate financial need after all resources are taken into account may be considered for a Perkins Loan. Legislated loan limits are up to \$5,500 for each year of undergraduate study (undergraduate aggregate limit is \$27,500). Repayment begins nine months after the borrower leaves school or drops below half-time attendance. The interest rate is fixed at 5%. For first-time loans disbursed after Oct. 1, 1992, the borrower will make minimum monthly payments of \$40. Annual awarding of Perkins Loans is based on early application, continued demonstration of financial need, availability of federal funds, and maintenance of minimum academic standards.

**Federal Direct Stafford Loans**

The William D. Ford Federal Direct Stafford Student Loan Program is spon-

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sored by the U.S. Department of Education, offers low interest rates, easy repayment terms and is geared towards those entering or re-entering the workforce. The loan is not credit based and only requires that student's meet specific eligibility requirements. All students must file a FAFSA in order for the Office of Financial Aid to determine eligibility for a Federal Direct Stafford Loan. Depending on enrollment status, FAFSA results, Cost of Attendance and other factors, an amount and type (Subsidized or Unsubsidized) of Federal Direct Stafford Loan will be awarded to eligible students. The federal government is the lender for student or parent loans received through the Federal Direct Stafford Loan Program.

As a result of regulatory changes affecting loans first disbursed on or after July 1, 2012, the federal government has eliminated the grace period interest subsidy on Federal Direct *Subsidized* Stafford loans (the period immediately following graduation, withdrawal or less than half-time attendance and prior to the repayment start date). The federal government will continue to pay interest that accrues on the Direct Subsidized Stafford Loan during "in-school" and other eligible deferment periods. The federal government does not pay interest on Direct Unsubsidized Stafford Loans at all. Students have the option to pay interest on the unsubsidized portion of a Direct Stafford loan while in school, or during other eligible periods of deferment or let interest accrue until repayment begins. Deferred interest payments on Direct Unsubsidized Stafford Loans will be added to the principal loan amount and

capitalized by the lender (meaning accrued interest will be added to the principal amount borrowed at repayment). Applicants must be enrolled at least half-time to be eligible for a Federal Direct Stafford Loan and to maintain eligibility for "in-school" deferments (minimum six credits per semester, with all credits applicable to the degree program of study).

The following chart describes annual and aggregate maximum eligibility for the Federal Direct Stafford Loan Program, based on dependency status and grade level.

Through the possible combination of Subsidized and Unsubsidized Direct Stafford Loans, every student meeting all academic and eligibility requirements should be able to participate in the Federal Direct Stafford Loan Program. Information about the William D. Ford Direct Loan Program can be found at Touro College's Office of Financial Aid and at [www.studentloans.gov](http://www.studentloans.gov).

Regulations also require the Office of Financial Aid to offer financial aid based on the results of the needs analysis from the FAFSA (calculated by the federal government) and to perform an eligibility file review for every student applying for the Federal Direct Stafford Loan. The Office of Financial Aid must review each application and will recommend an amount according to the number of credits attempted, the number of credits completed, the grade level, the cost of attendance, the outside resources available to each student and the expected family contribution (as derived from the FAFSA). Loan repayment will not be required while the student maintains at least half-time attendance (min-



## Annual and Aggregate Federal Direct Stafford Loan Limits

### Dependent Undergraduate

	Freshman	Sophomore	Junior	Senior	Aggregate Limit
<b>Stafford (Subsidized / Unsubsidized)</b>	\$3,500	\$4,500	\$5,500	\$5,500	\$23,000
<b>Additional Unsubsidized Stafford</b>	\$2,000	\$2,000	\$2,000	\$2,000	\$8,000
<b>Total Stafford</b>	\$5,500	\$6,500	\$7,500	\$7,500	\$31,000

### Independent Undergraduate/Dependent Undergraduate with PLUS Denial

	Freshman	Sophomore	Junior	Senior	Aggregate Limit
<b>Stafford (Subsidized / Unsubsidized)</b>	\$3,500	\$4,500	\$5,500	\$5,500	\$23,000
<b>Additional Unsubsidized Stafford</b>	\$6,000	\$6,000	\$7,000	\$2,000	\$34,500
<b>Total Stafford</b>	\$9,500	\$10,500	\$12,500	\$7,500	\$57,500

### Graduate

	Graduate Limit	Aggregate Limit
<b>Unsubsidized Stafford</b>	\$20,500*	\$138,500

\*Ineligible for *Subsidized* Stafford Loans first disbursed on or after July 12, 2012

### Federal Perkins Loan Program

	Freshman	Sophomore	Junior	Senior	Aggregate Limit	Interest Rates
<b>Perkins</b>					\$27,500	5%
					\$11,000 aggregate 0-62 credits	

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**Below is a table of current interest rates and origination fees, by loan type:**

**Federal Direct Loan Interest Rates and Origination Fees (Eff: July 1, 2014)**

	Origination Fee	Interest
<b>Undergraduate Subsidized Stafford</b>	1.072%	4.66%
<b>Undergraduate Unsubsidized Stafford</b>	1.072%	4.66%
<b>Graduate Unsubsidized Stafford</b>	1.072%	6.21%
<b>Parent PLUS</b>	4.288%	7.21%
<b>Graduate PLUS</b>	4.288%	7.21%

imum six credits per semester, with all credits applicable to the degree program of study). Repayment of principal and interest begins six months after the student leaves school or drops below half-time attendance.

Effective for Federal Direct Stafford Loans first disbursed on or after July 1, 2006, the interest rate is fixed. Prior to this date, Federal Direct Stafford Loan interest rates were variable. Federal Direct Loan interest rates change from year to year (in July) and may also change specifically for one type or the other; Subsidized or Unsubsidized, Graduate or PLUS. Students who received loans prior to the aforementioned dates and who still have balances outstanding on those loans will continue with the interest rate rules in effect at the time of their original loans. Borrowers will be charged an origination fee also. The Origination Fee represents the lenders (the federal government) fee for making the loan.

Public Law 112-141 also includes a new limit on eligibility for Direct Subsidized Stafford Loans for new borrowers on or after July 1, 2013. On or after July 1, 2013 a borrower will not be eligible for new Direct Subsidized Stafford Loans if the period during which the borrower has received such loans exceeds 150 percent of the published length of the borrower's educational program. The law also provides that a borrower reaching the 150 percent limit becomes ineligible for interest subsidy benefits on all Direct Subsidized Stafford Loans first disbursed to that borrower on or after July 1, 2013.

Information about the William D. Ford Federal Direct Loan Program can be found at [www.studentloans.gov](http://www.studentloans.gov) or by contacting the Touro College Office of Financial Aid.

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## Federal Direct PLUS Loan Program

The Federal Direct PLUS Loan is an unsubsidized loan for the parents of dependent students or for graduate/professional students. PLUS Loans help pay for education expenses up to the cost of attendance minus all other financial assistance. The application process includes a credit approval requirement and interest is charged during all periods, including eligible periods of deferment.

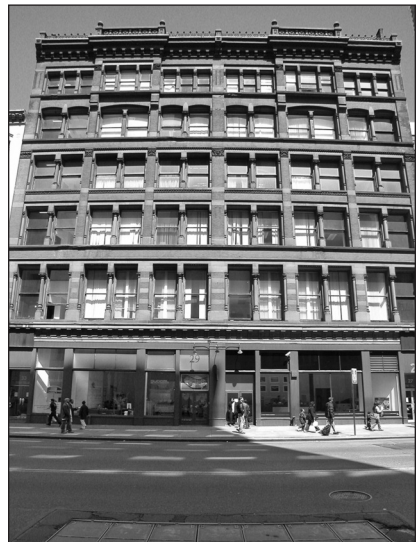
Creditworthy borrowers (Graduate students or the parents of Dependent students) may borrow up to the full cost of attendance minus any other aid received by the student. Repayment begins 60 days after the last disbursement is made and can be deferred by contacting your loan servicer to request a deferment. Direct PLUS Loans can be deferred while the parent borrower or child, or graduate student is enrolled at least half-time and for an additional six months after the child or graduate student ceases to be enrolled at least half-time. If the Direct PLUS Loan is deferred, interest will accrue on the loan during the deferment. You may choose to pay the accrued interest or allow the interest to capitalize when the deferment period ends. Your loan servicer will notify you when your first payment is due. Information about the William D. Ford Federal Direct Loan Program can be found at [www.studentloans.gov](http://www.studentloans.gov).

Previous PLUS loan borrowing will be governed by rate rules in effect at the time of borrowing. There is an origination fee that will be deducted from the principal amount borrowed. When denied, applicants may reapply with a cred-

itworthy endorser. Alternatively, students whose parents have been denied the Direct PLUS loan (based on credit), may apply for an additional \$4,000 (first-year and second-year students) or \$5,000 (third-year students and beyond) Direct Unsubsidized Stafford Loan (described under the subheading for Federal Direct Stafford Loans). The benefit of additional Unsubsidized Stafford eligibility does not apply to Graduate students whose Direct Graduate PLUS application has been denied due to credit.

## Private Loans

Touro College is not affiliated with any private educational lender and encourages students to use all federal and state funding prior to seeking funds from private educational lenders. The Office of Financial Aid will offer helpful advice to all students on resources that best suit financing their educational needs..



**Touro College, 27 West 23rd Street,  
Manhattan**

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## **E. INSTITUTIONAL PROGRAMS: FINANCIAL AID AND UNDERGRADUATE STUDENTS**

### **Financial Aid for Consortium Agreements**

Touro College students who want to attend other institutions in the United States or abroad for a semester may be able to use Federal Financial Aid under a consortium agreement. Students must be approved by their respective academic department prior to attending another institution for the semester(s). At least four weeks prior to the start of the semester(s), students must contact the Office of Financial Aid to complete the Consortium Agreement and to provide documentation of the cost of attendance, course registration, contact information at the other school and their Touro College academic department's approval

### **Veterans Benefits**

Veterans may qualify for additional benefits, including the Yellow Ribbon Program (described below). For more information, contact the following agencies:

- U.S. Department of Veterans Affairs (VA), [www.va.gov](http://www.va.gov)
- GI Bill, [www.gibill.va.gov](http://www.gibill.va.gov)
- Office of Financial Aid at Touro College

### **Yellow Ribbon GI Education Enhancement Program**

Touro College is proud to be a part of the Yellow Ribbon GI Education

Enhancement Program. The program is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008 and allows degree-granting institutions of higher learning in the United States to voluntarily enter into an agreement with the VA to fund tuition expenses that exceed either the \$19,198.31 cap for private institutions or the resident tuition and fees for a public institution. The participating educational institution can contribute up to 50% of those expenses, and the VA will match the same amount as the institution.

Students must be eligible for the Post-9/11 GI Bill at the 100% rate to be considered for the Yellow Ribbon Program

Specific eligibility requirements for the Yellow Ribbon Program may be found online at [www.gibill.va.gov](http://www.gibill.va.gov).

Eligible students fit the criteria as follows:

- Served an aggregate period of active duty after Sept. 10, 2001 of at least 36 months.
- Were honorably discharged from active duty for a service-related disability and served 30 continuous days after Sept. 10, 2001.
- Are dependents eligible for Transfer of Entitlement under the Post-9/11 GI Bill based on his/her service under the eligibility criteria listed above.

Students who wish to be considered should complete and submit an application form available online at [www.gibill.va.gov](http://www.gibill.va.gov). The VA will inform students via written notification with an explanation of its decision on program eligibility. If approved, students will receive a Certificate of Eligibility

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confirming their service meets the requirements of the Yellow Ribbon Program. All Certificates of Eligibility should be presented to the Office of Financial Aid for Touro College's records. The Certificate of Eligibility does not guarantee Yellow Ribbon funding as the availability of annual funds for Touro College's Yellow Ribbon Program is limited. Student eligibility is determined by the college's veteran certifying officer. For more information on selection criteria for Touro College's Yellow Ribbon Program, contact the Office of Financial Aid.

### **Transfer of Post-9/11 GI-Bill Benefits to Dependents**

The transferability option under the Post-9/11 GI Bill allows service members to transfer unused benefits to their spouses or dependent children. The U.S. Department of Defense determines whether or not veterans can transfer benefits to family members. Eligible candidates are members of the Armed Forces (active duty or selected reserve, officer or enlisted) on or after Aug. 1, 2009, qualify for the Post-9/11 GI Bill, and:

- Have at least 6 years of service in the Armed Forces (active duty and/or selected reserve) on the date of approval and agree to serve four additional years in the armed forces from the date of election.
- Have at least 10 years of service in the Armed Forces (active duty and/or selected reserve) on the date of approval, are precluded by either standard policy (service or Department of Defense) or statute from committing to four

additional years, and agree to serve for the maximum amount of time allowed by such policy or statute.

- Are or will become eligible for retirement during the period from Aug. 1, 2009 to July 31, 2012 and agree to serve an additional period of service noted in bulleted points a to d (see list below). Service members are considered eligible for retirement if they have completed 20 years of active federal service or 20 qualifying years as computed pursuant to section 12732 of title 10 U.S.C. This will no longer be in effect on Aug. 1, 2013; on or after this date, all members must comply with items 1 and 2.
  - a. For individuals eligible for retirement on Aug. 1, 2009, no additional service is required.
  - b. For individuals eligible for retirement after Aug. 1, 2009 and before Aug. 1, 2010, one year of additional service is required.
  - c. For individuals eligible for retirement on or after Aug. 1, 2010 and before Aug. 1, 2011, two years of additional service is required.
  - d. For individuals eligible for retirement on or after Aug. 1, 2011 and before Aug. 1, 2012, three years of additional service is required.
- 4. Such transfer must be requested and approved while the member is in the Armed Forces.

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## Eligible Dependents

An individual approved to transfer an entitlement to educational assistance under this section may transfer his/her entitlement to:

- A spouse
- One or more children
- Any combination of spouse and children
- A family member must be enrolled in the Defense Eligibility Enrollment Reporting System (DEERS) and be eligible for benefits at the time of transfer in order to receive transferred educational benefits.

A child's subsequent marriage will not affect his/her eligibility to receive the educational benefit; however, after an individual has designated a child as a transferee under this section, the individual retains the right to revoke or modify the transfer at any time.

A subsequent divorce will not affect the transferee's eligibility to receive educational benefits; however, after an individual has designated a spouse as a transferee under this section, the eligible individual retains the right to revoke or modify the transfer at any time.

## Nature of Transfer

An eligible service member may transfer up to the total months of unused Post-9/11 GI Bill benefits, or the entire 36 months if the member has used none (unless the U.S. Departments of Defense or Homeland Security limit the number of months an individual may transfer). The use of transferred educa-

tional benefits by family members is subject to:

### Spouse:

- May start to use the benefit immediately.
- May use the benefit while the member remains in the Armed Forces or after separation from active duty.
- Is not eligible for the monthly housing allowance while the member is serving on active duty.
- Can use the benefit for up to 15 years after the service member's last separation from active duty.

### Child:

- May start to use the benefit only after the individual making the transfer has completed at least 10 years of service in the Armed Forces.
- May use the benefit while the eligible individual remains in the Armed Forces or after separation from active duty.
- May not use the benefit until he/she has attained a secondary school diploma (or equivalency certificate) or reached 18 years of age.
- Is entitled to the monthly housing allowance stipend even though the eligible individual is on active duty.
- Is not subject to the 15-year delimiting date, but may not use the benefit after reaching 26 years of age.

For more information, please visit [www.gibill.va.gov](http://www.gibill.va.gov).

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## **F. WITHDRAWAL POLICY (FEDERAL – RETURN TO TITLE IV)**

### **Objective**

The Title IV Student Withdrawal Policy is designed to ensure the accurate and timely determination of:

- 1) The date of the institution's determination that a student withdrew;
- 2) The student's withdrawal date; and
- 3) The student's last date of attendance.

The policy maintains the proper disposition of Title IV funds, in accordance with 34 CFR 668.22 of the Code of Federal Regulations.

### **Background**

When a recipient of Title IV grant(s) and/or loan(s) withdraws from Touro College during a payment period in which he/she began attendance, the college must determine the amount of the grant and/or loan assistance earned by the student as of his/her withdrawal date. This policy establishes steps that Touro College must take to ensure compliance with federal regulations.

### **Policy**

Touro College must always return any unearned Title IV funds that it is responsible for within 45 days of the date Touro College determined the student withdrew and offer any post-withdrawal disbursement of loan funds within 30 days of that date. Reference: Student Financial Aid Handbook, Volume 5; Chapter 1 Withdrawals and Return of Title IV Funds.

### **Withdrawal Date**

A student's withdrawal date varies depending on the type of withdrawal. Reference: Determining a student's withdrawal date at a school that is not required to take attendance in the 2014-2015 Student Financial Aid Handbook, Volume 5; Chapter 1 Withdrawals and Return of Title IV Funds.

### **Official Notification Provided**

In a case when the student provides official notification of his/her intent to withdraw, Touro College will use the date of notification as follows:

- In the event that a student begins Touro College's withdrawal process,\* the date the student begins the process is the date of withdrawal.
- In the event that a student sends written notification of intent to withdraw, the date Touro College receives the written notice is the date of withdrawal.
- In the event that a student makes an oral notification to the Office of the Registrar, which is Touro College's designated office for beginning the withdrawal process, the date will be documented by this office. The date of withdrawal will be recorded as of the date of oral notification, unless there is subsequent written notification, in which case the date that Touro College receives the written notification may be the withdrawal date.

\*To begin the withdrawal process, the student contacts the Office of the Registrar to obtain the appropriate withdrawal form. If the student both begins

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the withdrawal process and provides a notification to Touro College, the earlier of the two dates will be used as the withdrawal date.

### **Official Notification Not Provided**

In a case when the student does not provide official notification of his/her intent to withdraw, Touro College may use the midpoint of the payment period as the date of withdrawal, with the following exception:

- When an official notification was not provided by the student because of circumstances beyond his/her control (i.e., illness, accident, grievous personal loss, or other circumstances), the date of the onset of such circumstances will be serve as the withdrawal date as determined by the Office of the Registrar.

### **Last Date of Attendance**

Touro College may always use the withdrawal date as the student's last date of attendance at an academic activity reported by a faculty member on a course enrollment roster or final grade sheet. Examples of academic activities are exams, tutorials, computer-assisted instruction, academic counseling, turning in class assignments, or attending a study group assigned by the college. The faculty member will maintain documentation of the last date of attendance.

### **Date of Institution's Determination of Student Withdrawal**

The date of Touro College's determination that a student withdrew varies

depending upon the type of withdrawal. Reference: Determining a student's withdrawal date at a school that is not required to take attendance, 2014- 2015 Student Financial Aid Handbook, Volume 5; Chapter 1 Withdrawals and Return of Title IV Funds.

### **Date of Official Notification Provided**

This is the date the student provides official notification to Touro College or begins the withdrawal process, whichever is later.

### **Date of Official Notification Not Provided**

This is the date that Touro College learns the student has ceased attendance. Touro College will perform the Return to Title IV Funds calculation and return any unearned funds no later than 45 days after the end of the payment period determining the withdrawal date. For a student who withdraws without providing notification to Touro College, the college must determine the withdrawal date no later than 30 days after the end of the earliest:

- (1) Payment period or period of enrollment (as appropriate)
- (2) Academic year.
- (3) Educational program.

Reference: 2014- 2015 Student Financial Aid Handbook, Volume 5; Chapter 1 Withdrawals and Return of Title IV Funds.

### **Calculation of Earned Title IV Assistance**

U.S. Department of Education software will be used to perform all re-fund calculations. A copy of the completed calculation worksheet will be kept



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in the student's file in the Office of Financial Aid. The amount of Title IV assistance earned by the student is calculated by determining the percentage of grant and/or loan assistance earned by the student, and applying that percentage to the total amount of grant and/or loan assistance disbursed to the student or on the student's behalf for the payment period, as of his/her withdrawal date. The percentage of Title IV assistance earned will be equal to the percentage of the payment period completed by the student, when said percentage is less than 60%. If the student's withdrawal date occurs after the completion of 60% of the payment period, the percentage earned is 100%.

### **Post-Withdrawal Disbursements**

If the total amount of the Title IV grant and/or loan assistance earned by the student is more than the amount that was disbursed to the student as of the withdrawal date, the difference between the two amounts will be treated as a post-withdrawal disbursement. In the event of outstanding charges on the student's account, Touro College will credit his/her account for all or part of the amount of the post-withdrawal disbursement, up to the amount of allowable charges.

If Direct Loan and/or Federal Perkins Loan Program funds are used to credit the student's account, Touro College will notify the student (or parent for a PLUS Loan) and provide the student (or parent) with the opportunity to cancel all or a portion of the loan(s).

Any amount of a post-withdrawal disbursement that is comprised of loan

funds and has not been credited to a student's account will be offered to the student (or parent for a PLUS Loan) within 30 days of the date the college determined the student's withdrawal. Any earned grant funds that the student is eligible to receive due to a post-withdrawal disbursement will be provided within 45 days of the date of determination. Students will be notified of such disbursements in writing. The notification will include:

Identification of the type and amount of the Title IV funds that make up the post-withdrawal disbursement (not to include any amounts that have been applied to the student's account);

Explanation that the student (or parent for a PLUS loan) may accept or decline some or all of the post-withdrawal disbursement (that which has not been applied to the student's account); and

Advisement that Touro College is not required to make a post-withdrawal disbursement if the student (or parent for a PLUS Loan) does not respond within 14 days of the date that Touro College sent the notification.

Upon receipt of a timely response from the student or parent, Touro College will disburse funds in the manner specified in the response. Distribution will occur within 180 days of the date of determination of the student's withdrawal date. If no response is received from the student or parent, Touro College will not disburse any of the funds. Touro College maintains the right to decide whether or not to make a post-withdrawal disbursement in the event that the student (or parent for a PLUS Loan) responds after 14 days of the date that no-

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tification was sent to them. If Touro College decides not to make this post-withdrawal disbursement, it will inform the student (or parent) in writing. In the case of a post-withdrawal disbursement, grant funds will be disbursed prior to loan funds.

### **Refund of Unearned Funds to Title IV**

If the total amount of Title IV grant and/or loan assistance that was earned by the student is less than the amount that was disbursed to the student as of the withdrawal date, the difference between the two amounts will be returned to Title IV programs and no further disbursements will be made. Funds will be returned as follows:

#### **Refunds by the College**

In the event that Touro College is responsible for returning funds to Title IV programs, the funds will be returned in the order prescribed by the U.S. Department of Education (listed below) within 45 days of the date of determination of a student's withdrawal.

- Unsubsidized Federal Direct Student Loans
- Subsidized Federal Direct Student Loans
- Perkins Loans
- Federal Direct PLUS Loans
- Federal Pell Grants for the payment period for which a return of funds is required
- Academic Competitiveness Grant (ACG) for the payment period for which a return of funds is required
- National Science and Mathematics Access to Retain

Talent Grant (SMART) for the payment period for which a return of funds is required

- Federal Supplemental Educational Opportunity Grants (FSEOG) for the payment period for which a return of funds is required
- Teacher Education Assistance for College and Higher Education Grant (TEACH) for the payment period for which a return of funds is required
- Other assistance under Title IV for which a return of funds is required

#### **Refunds by the Student**

In the event that the student is responsible for returning grants funds to Title IV programs, Touro College will notify the student within 45 days of the date of determination of his/her withdrawal. The student will be advised of making arrangements for repayment.

#### **Payment Period or Enrollment Period**

Withdrawals and the return of Title IV funds will be based on a payment period for all standard term programs.

#### **Documentation**

Touro College must document a student's withdrawal date and the date of determination that the student withdrew. The documents will be kept in the student's academic file in the Office of the Registrar. The Title IV funds calculation and other accompanying documentation will be secured in the Office of Financial Aid.

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## **G. ADDITIONAL FINANCIAL AID POLICIES FOR UNDERGRADUATE STUDENTS**

### **High School Diploma**

If you enroll in higher education for the first time on or after July 1, 2012, in order to be eligible for federal student aid, you must have either a high school diploma or a recognized equivalent (such as a General Educational Development certificate (GED) or a *home school* education). You no longer have the option of becoming eligible for federal student aid by passing an approved test or completing at least six credit hours or 225 clock hours of post-secondary education. This may or may not apply to State Grant and Other State Funded Programs.

Touro College also reserves the right to evaluate a high school diploma presented by a student. Touro College may, at any time, request a copy of a high school transcript to validate a high school diploma. A high school diploma or recognized equivalent is required to receive federal student aid.

### **Transfer Students**

All students transferring from other institutions will have their credits evaluated. The Office of Admissions will notify the Office of Financial Aid of the number of accepted credits.

The financial aid package will be prepared based on the number of accepted transfer credits. If a financial aid package is prepared prior to the final transfer credit evaluation, federal loans will

be awarded based on the grade level for which the transfer credits have been accepted. If additional transfer credits are accepted, the Office of Admissions will notify the Office of Financial Aid. In addition, a student must contact the Office of Financial Aid to determine if he/she is eligible for an increase in federal student loans based on academic grade level.

### **Financial Aid for Repeated Coursework: Financial Aid Impact**

Repeating courses may significantly impact Satisfactory Academic Progress (SAP) and eligibility for Title IV federal financial aid and institutional aid. All course repeats will count as attempted credits and be used in the quantitative and maximum timeframe components of the SAP policy. Students should consult with a financial aid advisor before registering for a repeated course.

The rules regarding repeated coursework will further impact recipients of Title IV federal financial aid funding. Students are allowed to repeat coursework under these circumstances for Federal Financial Aid:

- May repeat a previously passed course only once (and receive aid for the repeated course).
- May repeat a failed course until it is passed (aid eligibility will be limited to one repeat).
- May not repeat a previously passed course due only to a student's failure to pass other coursework.

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## **Repeated Coursework: New York State Tuition Assistance Program Regulations (TAP)**

Students cannot receive TAP funds for repeated courses and courses for which transfer credit was awarded except under the following circumstances:

- The repeated course was previously failed or withdrawn (credit was not earned for the course).
- The repeated course was passed, but the grade did not satisfy the program requirement.
- The repeated course was withdrawn (credit was not earned for the course), and no TAP was paid for the semester with the withdrawn course.

There are three programs that Touro College offers for which minimum grades are required and courses can be repeated, including:

- Nursing
- Life Sciences/Physical Therapy
- Physician Assistant Studies

Students in these programs may have one time to repeat a course in which they received a grade of C or below. Please refer to the course section in this catalog to determine individual courses with minimum grade requirements for these programs.

## **H. IMPORTANT FINANCIAL AID TERMS**

### **ABILITY TO BENEFIT**

The term refers to students who are admitted to a postsecondary institution without a high school diploma or GED (General Education Development

Certificate). To receive federal and state aid, students admitted on the basis of “Ability to Benefit”, must pass a standardized test that measures their ability to complete their course of study successfully. The test must be approved by the U.S. Department of Education.

### **DEFAULT**

Students who fail to repay their loans according to the terms agreed to in their promissory notes, are in default. Defaulting on a student loan has serious consequences. Students who are in default may be unable to get a credit card, car loan, or more financial aid, if they decide either to continue or go back to school. The government does not excuse students from repaying their loans because they did not finish school or because they don't think they got their money's worth. Students who take loans are expected to pay back the money they borrowed. If students default on their loans, the school, the lender or agency that holds their loans, the state and the federal government can all take action to recover the money. Students may also be liable for expenses incurred in collecting their loans. Finally, the Internal Revenue Service can withhold tax refunds and use them as payment against the unpaid loans.

### **FINANCIAL AID REFUND**

Students who take out student loans, may receive aid which exceeds their college direct charges. When this occurs the additional funds are returned to the students (commonly referred to as a refund) to be used for other college related expenses. For questions regarding refunds, please contact the Office of the Bursar.

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## **FINANCIAL NEED**

Financial need is the difference between the cost of education (tuition and fees, room and board, books and supplies and other related expenses) and the amount students and their families can afford to pay, as determined by prescribed formulas used to calculate need from information reported by students on their FAFSAs.

## **PROMISSORY NOTES**

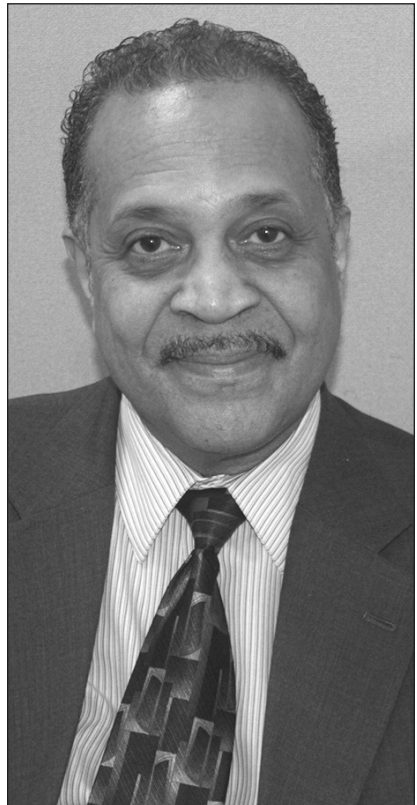
Promissory notes are binding legal documents signed by borrowers applying for student loans. They list the conditions under which the borrowing takes place and the terms under which the borrower agrees to pay back the loan.

## **STATEMENT OF EDUCATIONAL PURPOSE/CERTIFICATION STATEMENT ON REFUNDS AND DEFAULT**

When students sign their FAFSAs in order to receive Federal Student Aid (including Stafford and PLUS Loans), they are in fact signing a statement indicating that they do not owe a refund on a PELL Grant or SEOG and are not in default of any Perkins, Stafford, PLUS or SLS Loans, or have made satisfactory repayment arrangements. They are also agreeing to use any student aid received, solely for education related purposes, and are verifying the accuracy of the information on their FAFSA. Finally by signing their FAFSA students are acknowledging the right of the Secretary of Education to verify the information from their FAFSAs with the Internal Revenue Service.

## **SELECTIVE SERVICE REGISTRATION**

Students who are required to register with the Selective Service must do so before receiving any Federal Student Aid (this includes Stafford Loans and PLUS Loans). This requirement applies to males who were born on or after January 1, 1960, are at least 18, are citizens or eligible non-citizens, and are not currently on active duty in the armed forces. (Citizens of the Federated States of Micronesia, the Marshall Islands, or the Trust Territory of the Pacific (Palau) are exempt from registering).



**Professor Timothy Taylor**  
**Associate Dean of Students, NYSCAS**

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## **VI. COLLEGE CODES AND STUDENT RESPONSIBILITIES**

### **CAMPUS CITIZENSHIP**

Students of Touro College are expected to be considerate of all individuals at the college – fellow students, faculty, and administrators – and to help maintain a harmonious and supportive environment conducive to learning and the furtherance of academic pursuits. While specific regulations are listed on the following pages, it is expected that all members of the college community demonstrate respect for their colleagues, sensitivity to their needs, and tolerance for their ideas and views. Students are expected to cooperate with college officials by observing the rules and regulations of the college, and by demonstrating respect for college values and property.

### **ACADEMIC INTEGRITY STATEMENT**

Touro College and University System is a community of scholars and learners committed to maintaining the highest standards of personal integrity in all aspects of our professional and academic lives. Students and faculty are expected to share a mutual respect for teaching, learning and the development of knowledge. Because intellectual integrity is a hallmark of scholarly and scientific inquiry as well as a core value of the Jewish tradition on which our university system was

founded, students and faculty are expected to adhere to the highest standards of honesty, fairness, professional conduct of academic work and respect for all community members.

Academic honesty supports our shared intellectual culture and our ability to trust one another. Students must avoid all acts of dishonesty, including, but not limited to:

- cheating
- plagiarizing (presenting the work or ideas of others as your own)
- fabricating (making up information, data, or research results)
- tampering (unauthorized removal or alteration of College documents, software, equipment, or other academic-related materials, including other students' work)
- lying
- working with others when assignments or exams require individual work
- making unauthorized copies of copyrighted material
- facilitating or tolerating the dishonesty of others

Academic dishonesty lowers scholastic quality and adversely affects those who will eventually depend on the knowledge and integrity of our graduates. Failure to uphold the principles of academic integrity negatively impacts the reputation of Touro, the value of each and every degree awarded by the institution, and the future success of our graduates.

The Touro College and University

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System views violation of academic integrity with the utmost gravity. Such violations will lead to appropriate sanctions, from failure in coursework up to and including expulsion from the Touro College and University System. We commit ourselves to the shared vision of academic excellence that can only flourish in a climate of integrity.

The complete Touro College and University System Academic Integrity

Policy can be found online at [www.touro.edu/students/policies/academic-integrity/](http://www.touro.edu/students/policies/academic-integrity/).

## **SANCTIONS FOR ACADEMIC INTEGRITY VIOLATIONS**

Students who violate Touro College's Standards of Academic Integrity are subject to disciplinary sanctions. Procedures in response to violations of academic integrity are described in Appendix I.

### **TOURO COLLEGE CODE OF CONDUCT**

Students are expected to behave in a manner that is harmonious with and supportive of the activities and functions of an educational institution. The following types of actions are considered violations of the Touro College Code of Conduct and will result in disciplinary sanction:

1. Theft of, or damage to, College records and property, caused by intentional, negligent or irresponsible conduct;
2. Unauthorized use of any College property, including, but not limited to, its name, property, offices, premises, equipment (computer equipment, telephones, fax machines, copying equipment, laboratories and misuse of student ID cards);
3. Conduct which interferes with or obstructs any College functions or which physically obstructs or threatens to obstruct or restrain members of the college community;
4. The physical or sexual abuse or harassment of any member of the college community (such incidents must also be reported to the Title IX coordinator);
5. Threatening or actual infliction of bodily injury, assault, emotional trauma against students, faculty or staff of the College (such incidents must also be reported to the Chief Security Officer);
6. Disorderly, disruptive or abusive conduct in the classroom or on College premises;
7. Refusal to follow the directives of College officials acting in performance of their duties;
8. Impersonating college faculty, College officials, or college staff;
9. Forging signatures or other information on registration forms, financial aid forms or any other College documents;

10. Computer abuse, including possession of unauthorized passwords, plagiarism of programs, unauthorized destruction of files, misuse of computer accounts and disruptive or annoying behavior on the College's computer system;
11. Unauthorized sale, distribution or consumption of alcoholic beverages on College premises;
12. Distribution, purchase or possession of barbiturates, amphetamines, marijuana, hallucinogens, opiates, or any other addictive or illegal drugs or paraphernalia on College premises;
13. Gambling in any form on College premises;
14. Possession, distribution or sale of weapons, incendiary devices, or explosives on College premises;
15. Tampering with or misusing fire-fighting equipment and/or safety equipment (such as alarm-boxes and extinguishers);
16. Participation in or furtherance of any illegal activity on Touro's premises;
17. Offensive or derogatory written or verbal statements intended to inflict harm on members of the College community, including, without limitation, racist, ethnic, or sexist remarks or references regarding any member or group of the College community;
18. Any abusive conduct or harassment directed at an individual or group of individuals in the College community on the basis of the actual or perceived race, gender, color, national origin, ethnicity, religion, age, disability, sexual orientation, marital or parental status, or citizenship status of such person(s);
19. Refusal to identify oneself to an official or security officer of the College or to present proper identification upon entering the college premises;
20. Actions that are not harmonious with and supportive of the activities and functions of an educational institution; actions that harm the reputation of the College;
21. Aiding or abetting any conduct prohibited by this College Code;
22. Conviction of a felony crime while enrolled at the College;
23. Intentionally filing a false complaint under this College Code of Conduct;
24. Academic dishonesty and lack of academic integrity.

Individuals who violate any of the provisions of the Code of Conduct are subject to disciplinary action at the discretion of Touro College. Student organizations violating the above regulations may be penalized by having their charter revoked. Furthermore, disciplinary sanctions may also be imposed against the officers and members of student organizations at the discretion of Touro College.



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## **ADJUDICATION OF COLLEGE CODE OF CONDUCT VIOLATIONS**

Any member of the college community may notify the Dean of Students or his designated representatives (Dean of the Lander College for Men, the Dean of Advisement and Counseling, the Associate Dean of Students for NYSCAS) of a Code of Conduct infraction by submitting a written statement describing the alleged violation within ten (10) school days of the alleged violation or within ten (10) school days from the time the charging individual learned of the alleged code violation, but no later than within three (3) months of the violation.

The Dean of Students, or one of his designated representatives, shall inform the individual charged with the infraction, in writing, of the nature of the charges against him/her and designate a time and place for a meeting.

After meeting with the individual charged with the infraction, the Dean of Students or his designated representatives will conduct a preliminary investigation and determine what course of disciplinary action is appropriate. The Dean of Students and/or his designated representatives can:

- dismiss the charges;
- bring the parties together for informal mediation;
- impose any of the disciplinary sanctions listed in the section entitled “Sanctions,” except that the Dean of Students (and/or his representatives) cannot require payment of restitution or order expulsion;
- upon consultation with the col-

lege’s legal counsel suspend a student for an interim period not to exceed fourteen (14) school days, pending disciplinary hearing by the Student Affairs Committee;

- refer the charges to the Student Affairs Committee for a disciplinary hearing.

Determinations by the committee may be made in the absence of the student, as long as adequate notice is provided. The committee’s decisions are final.

## **DISCIPLINARY HEARINGS**

The Dean of Students may institute disciplinary proceedings by referring a matter to the Student Affairs Committee within fourteen (14) school days of notification of the alleged infraction. Once referred to the Student Affairs Committee a hearing must be commenced within twenty-one (21) school days unless a disciplinary hearing date is adjourned for good cause. Once a disciplinary hearing is commenced it must be completed within ten (10) school days.

## **SANCTIONS**

The Student Affairs Committee may take one or more of the following actions:

**1. Dismiss the Charges:** After reviewing all relevant information, and record materials, the Student Affairs Committee may decide to dismiss the charges against the student.

**2. Impose disciplinary sanctions,** which include but are not limited to the following:

**(a) Warning** – A written reprimand putting the student on notice that he/she

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has violated the Code of Conduct and indicating that further misconduct may result in a more severe disciplinary action. A copy of this warning will be placed in the student's file.

**(b) Disciplinary Probation** - A student may be placed on disciplinary probation for a definite period of time, not to exceed one year. While on probation, students may not hold office in student government organizations, clubs or societies or represent the college in any capacity. Further violations while on probationary status will result in suspension or expulsion from the college. A copy of the probation notice becomes a part of the student's file.

**(c) Counseling and Treatment** – A student's continued enrollment at Touro College may be conditioned on his participation in counseling or treatment at outside counseling and treatment agencies. A student's failure to participate in such a program after being advised that his enrollment is conditioned on participation may result in other disciplinary sanctions.

**(d) Restitution** - A student may be required to pay restitution to the college or to fellow students for damages and losses resulting from his action. The amount of the restitution is determined by the Student Affairs Committee.

**(e) Suspension** – A student may be suspended and may be barred from attending classes for a definite period, not to exceed two years. Notification of the suspension will appear on the student's academic transcript and will remain until the end of the suspension period. A notification of the suspension will remain in the student's file. A student may not be automatically re-enrolled at the

end of his suspension. He/she must apply to the Student Affairs Committee for reenrollment authorization.

**(f) Expulsion** – This is termination of the student's enrolled status at the college. A student who is expelled from the college is not permitted to complete his courses and may not re-register for a future semester. Notification of the expulsion will appear on the student's academic transcript.

**3. Additional Sanctions** – The Student Affairs Committee may impose the following sanctions in addition to those listed above:

(a) A **fine** of to be paid to the college, in addition to restitution.

(b) **Service to the College Community** for a designated number of hours. The required service cannot interfere with the individual's course schedule.

**4. Legal Action** – The Student Affairs Committee may recommend that students be turned over to law enforcement authorities for legal action. The final decision on referring student cases to the authorities is made by the Office of the President.

**5. Other Sanctions** – The Student Affairs Committee may impose other sanctions that it deems appropriate and fair.

## **APPEALS OF DISCIPLINARY SANCTIONS IMPOSED FOR CODE OF CONDUCT VIOLATIONS**

Any disciplinary action taken by the Dean of Students or his representatives for a violation of the Code of Conduct may be appealed by filing a

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written appeal with the **Student Affairs Committee** within ten (10) school days of the disciplinary action decision. The copy of the appeal should be submitted to the Dean of Students.

The Student Affairs Committee will set a date for a hearing within fourteen (14) school days of receipt of the student's written appeal. The burden of proof is on the student to demonstrate that the decision of the Dean of Students was erroneous, arbitrary or capricious.

In cases in which the disciplinary sanction was initially imposed by the Student Affairs Committee, the student may file a written appeal with the Dean of Students within ten (10) school days of the committee's decision. The Dean of Students shall appoint a **Special Appeals Panel** consisting of the Dean of Faculties (or his representative), three full-time faculty members, and a Student Affairs staffer, to hear the student's appeal. This hearing must be scheduled within fourteen (14) school days of the receipt of the student's written appeal. The Special Appeals Panel may overturn the decision of the Student Affairs Committee only if it determines that the committee's action was clearly erroneous, arbitrary or capricious.

## **PROTOCOLS FOR DISCIPLINARY HEARINGS**

Hearings conducted by the Student Affairs Committee and the Special Appeals Panel will be governed by the following protocols:

(a) All hearings are closed to the public.

(b) A quorum of the committee membership, defined as 51% of the total membership, must be present.

(c) Attorneys are not allowed to be present at any hearings.

(d) Students have the right to bring witnesses on their behalf, to present any supporting information they deem relevant, to make opening and closing statements and to ask questions during the proceedings.

(e) The preponderance-of-evidence rule will govern the decision-making process.

(f) Decision will be made by a majority of participating members.

(g) The committee deliberations will be in camera.

## **STANDARDS OF CLASSROOM BEHAVIOR**

The faculty has primary responsibility for managing the classroom. Students who create a disruption in the classroom may be directed by the instructor to leave the class for the remainder of the class period. Behaviors defined as disruptive include persistently speaking without being recognized, using a cell phone in the class, eating in the classroom, interfering with the class by entering and leaving the room without authorization, carrying on private conversations, and refusing to follow the directions of the course instructor.

## **OTHER PROHIBITED ACTIONS IN CLASSROOMS**

To ensure a clean and healthy environment for all students at the college, eating drinking and smoking are not permitted in any classroom, laboratory, or auditorium.

Students are strictly forbidden to bring pets or other animals into any facilities of the college, unless they have

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obtained specific authorization in advance from the dean of their division/school.

## **C. POLICY ON BIAS, HARASSMENT AND DISCRIMINATION**

Touro College is committed to maintaining a learning and working environment that is free of bias, prejudice, and harassment — an environment that supports, nurtures, and rewards career and educational advancement on the basis of ability and performance. Discrimination or harassment based upon race, gender, color, national origin, religion or religious practice, age, ethnicity, disability, sexual orientation, marital or parental status, citizenship status, or any other legally protected basis is prohibited by law and undermines the character and purpose of Touro College. Such discrimination and harassment are illegal and against Touro College policy, and will not be tolerated.

Any member of the Touro College community who engages in an act of intolerance directed at an individual, or a group of individuals, on the basis of the actual or perceived race, gender, color, national origin, ethnicity, religion or religious practice, age, disability, sexual orientation, or marital or parental status, or citizenship status of the person(s) will be held accountable for violating the social integrity of the Touro College community and the specific policies which underscore those values. Bias-related conduct is prohibited not only by Touro College policies but also by laws that include, but are not limited to, Title VI of the Civil Rights Act of 1964; Title IX of

the Educational Amendments of 1972; Title VII of the Civil Rights Act of 1964; the Americans With Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973; the Civil Rights Restoration Act of 1987; and the New York State and New York City Human Rights Laws. In addition, certain activities motivated by bias or hatred based on such criteria may constitute hate crimes pursuant to the New York Penal Law §§ 485, *et seq.* and subject to criminal prosecution with the full force of the legal system.

As part of Touro College's compliance with Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance, and Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color or national origin in programs that receive federal financial assistance, Touro College has designated the following individual as its Title IX Coordinator:

- Mr. Elan Baram, Compliance Officer

Touro College is committed to safeguarding the rights of its students and to provide an environment free of bias and prejudice. Criminal activity motivated by bias and hatred toward another person or group based upon a belief or perception concerning race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation is illegal and punishable not only for the underlying crime, but, additionally, as a hate crime pursuant to the New York Penal Law §485, *et. Seq.* Specifically, Penal Law §485.05 provides that:

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“A person commits a hate crime when he or she commits a specified offense and either:

(a) intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or

(b) intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.”

The specified offenses that are the predicates for a hate crime are:

Assault (First, Second and Third Degree);

Aggravated Assault on a person less than eleven years old; Menacing (First, Second and Third Degree);

Reckless Endangerment (First, Second and Third Degree); Manslaughter (Second Degree);

Stalking (First, Second and Third Degree); Criminal Sexual Acts (First Degree); Sexual Abuse (First Degree);

Aggravated Sexual Abuse (First and Second Degree); Unlawful Imprisonment (First and Second Degree); Kidnapping (First and Second Degree);

Coercion (First and Second Degree); Burglary (First, Second and

Third Degree);

Criminal Mischief (First, Second, Third, and Fourth Degree); Arson (First, Second, Third, and Fourth Degree);

Petit Larceny;

Grand Larceny (First, Second, Third, and Fourth Degree); Robbery (First, Second and Third Degree);

Harassment (First Degree);

Aggravated Harassment.

In addition, any attempt or conspiracy to commit any of these crimes is also punishable as a hate crime. A person convicted of a hate crime will be subject to certain sentencing guidelines for felonies that impose a more severe penalty than similar but non-hate crime offences. Penal Law §485.10. A hate crime conviction may also subject the offender to monetary penalties pursuant to the New York Civil Rights Law §40-d.

**Any incident or attempt to commit a hate crime should be reported in writing to: Alan Schoor, Senior Vice President and Chief Administrative Officer of the College. The office address is 27-33 West 23rd Street, New York, NY 10010. The office may be reached by phone at 212-463-0400 ext. 5700.**

Reported incidents of hate crime and attempts to commit hate crime will be referred to the New York City Police Department for further investigation and legal action.

Touro College treats all hate crimes as serious offenses which need to be prosecuted with the full force of the legal system.

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## **D. STUDENT GRIEVANCES AND RIGHTS**

Touro College is committed to safeguarding the rights of all students. Students are entitled to be treated with equity, fairness and respect. The college does not condone unfair treatment of students by administration, faculty and staff, or violation of policies regarding student programs based on race, creed, color, national origin, religion, age, gender, sexual preference or disability.

Students who believe they have been aggrieved by the college may seek redress through the grievance procedure outlined below. No adverse action will be taken against any person who files a complaint because of the filing of such complaint.

Student grievances relating to discrimination are also handled through the grievance procedures outlined on the next page.

### **ACADEMIC ISSUES**

If the complaint is about actions taken concerning a student's grade, course withdrawals, leaves of absence from school, or if it involves the curricular material or the conduct of a faculty member, the student should first inform the chairperson of the appropriate academic department/division, either orally or in writing, that he/she wishes to appeal the action taken.

If the chairperson of the appropriate academic department/division determines that the action will not be reversed, the student may appeal the chair's decision to the Dean of Faculties or his designee, in writing.

If the Dean of Faculties determines that the action will not be reversed, the student may file a formal grievance to appeal academic action taken against him/her by appealing to the Committee on Academic Standing, following procedures described elsewhere in this Student Handbook.

### **ISSUES OF STUDENT BEHAVIOR**

If the complaint concerns student behavior and constitutes a potential violation of the Student Code of Conduct, the complaint should follow the procedures regarding the Student Code of Conduct, as described in this Student Handbook.

### **ADMINISTRATIVE GRIEVANCES**

When a grievance concerns an administrative function of the college, including but not limited to tuition refund or student financial assistance, a student may request that the supervisor of the administrative unit in question, or his/her designee, mediate the grievance and attempt to resolve the matter informally.

### **PROCEDURES FOR ADJUDICATING GRIEVANCES**

Except for discrimination and harassment grievance procedures which are addressed in Appendix C of this Handbook, if a student wishes to file a formal grievance and appeal the determination of the Dean of Students for the particular division in which the action complained about was taken, he or she may request a formal hearing to review and adjudicate the complaint. The re-

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quest for a hearing must be in writing to the Office of the Dean of Students of Touro College, not more than 90 days after the Dean of Students for the particular academic division has made a final determination. A date for a hearing will be set no later than thirty days following the receipt of the request.

Hearings will be held by a five-person grievance panel, composed of:

- The Dean of Students or his designated representative, who will serve as chair;
- The Dean of Faculties or his designated representative;
- Two college faculty or staff members, designated by the President of Touro College; and
- A student representative appointed by the Dean of Students or his designated representative.

Protocols for conducting hearings are as follows:

- Each party may make an opening and closing statement.
- Each party has the right to bring witnesses and present information.
- Each party has the right to bring one person as an advisor, to assist in presentation; the advisor may be a professor, classmate, friend or colleague. Since the hearings are not conducted as formal judicial proceedings, a lawyer may not be present as an advocate or advisor for either side. No other persons, including representatives of the press, may be present at the hearing.
- The complainant will make the first presentation.
- Each party may question all witnesses.
- The burden of proof shall rest on

the individual filing the complaint.

- The Grievance Panel shall base its finding(s) on the preponderance of the evidence presented.

- The Grievance Panel will conduct its deliberations on camera following the conclusion of the hearing.

- The Office of the Dean of Students will send to both parties a written notification, within ten working days of the hearing, setting forth the panel's findings and recommendations.

- The Grievance Panel's findings and recommendations are final.

## **E. RETALIATION**

Touro College will take every step necessary to protect the complainant and any witnesses against retaliation for reporting the harassment or for participating in the investigation of a complaint.

Any employee, faculty member, or student who retaliates against an individual who complains of harassment, witnesses harassment, or participates in the investigation of a harassment complaint violates Touro College policy and may be subject to sanctions. Complaints of retaliation should be reported as violations of this policy.

If a student feels he/she has been discriminated against because of a disability by college faculty or other personnel, he/she has a right to request an investigation into such a matter through the grievance policies and procedures described in this handbook. A similar procedure can be followed by a student to appeal the college's response to a request for accommodation and/or modifications based on disability.

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## **F. TOURO COLLEGE DRUG AND ALCOHOL ABUSE POLICY**

The United States Department of Education has issued regulations implementing the provisions of **THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989 (PUBLIC LAW**

**101-226)**. In accordance with these regulations, Touro College is publicizing the following policy statements, rules and regulations pertaining to substance abuse and alcohol consumption.

Touro College seeks to safeguard the health and well-being of all members of the college community — students, faculty, and staff employees. All members of the college community are accountable to the law and to the regulations of the college. Students, faculty, and employees who distribute or use illegal drugs or illicitly use legal drugs, including alcohol, on the campus locations and facilities of Touro College are violating Federal Laws, New York State Law, and the regulations of Touro College.

Touro College is committed to educating and informing students and staff about the dangers and effects of drug use. Touro College recognizes that drug addiction and alcoholism are illnesses that are not easily resolved and may require professional assistance and treatment. The college will provide confidential counseling and referral services to faculty, staff and students with drug and/or alcohol problems. These services are available through the Office of the Dean of Students. All inquiries and requests for assistance will be handled

with strict confidentiality.

## **TOURO COLLEGE DISCIPLINARY STANDARDS FOR STUDENTS POSSESSING, USING, DISTRIBUTING AND/OR SELLING DRUGS AND CONTROLLED SUBSTANCES**

It is the policy of Touro College that unlawful use, possession, distribution, or manufacture of drugs and controlled substances on College property is strictly prohibited. Individuals who possess, use, distribute or manufacture drugs or controlled substances are subject to college disciplinary action, as well as possible criminal prosecution.

Students found in violation of these policies will be subject to disciplinary proceedings in accordance with the procedures outlined in this Student Handbook.

Student violators may be subject to the following sanctions and remedial measures:

- Expulsion
- Suspension
- Probation
- Censure
- Counseling and Treatment
- Legal Action
- Other Sanctions

## **PUBLIC EDUCATION STATEMENT ON ILLICIT DRUG AND ALCOHOL USE**

The mind-altering substances to be discussed here are: marijuana, cocaine, heroin and their derivatives, amphetamines (uppers), barbiturates (downers), hallucinogens, and alcohol.

Many individuals take such drugs to



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escape from their problems; but doing so only creates more problems.

The following is a brief listing of health problems resulting from substance abuse.

- The most obvious ones are death or severe organ damage (such as heart attack, respiratory arrest, damage to the liver and lungs, and stroke).

- The less obvious, though much more prevalent problems, of the mind and body are as follows:

**a. Marijuana:** Crowded thought processes, impaired short term memory, slowed reflexes, chronic bronchitis, changes in menstrual cycle, possible birth defects.

**b. Crack and Cocaine:** Palpitations (racing heart), sleep disturbances, loss of appetite, paranoia, elevated blood pressure, decreased sexual performance, addiction.

**c. Heroin:** High risk of contracting AIDS and hepatitis from dirty needles, phlebitis (infection in the veins), embolism (blood clots or air in the veins that can cause sudden death), paranoia, depression, sleep disturbance, muscle and joint aches, clouded thought process, decreased sexual performance, addiction.

**d. Amphetamines** (Ice, speed, crack, crystal): Delusions, hallucinations (i.e. seeing bugs crawl under the skin), paranoia, palpitations (racing heart), sleep disturbances, psychosis, depression, decreased sexual performance, violent behavior and addiction.

**e. Barbiturates:** Sedation (sleepiness), dulled thought processes, slurred speech, slowed reflexes, decreased motor abilities, impaired coordination, decreased sexual performance and addic-

tion.

**f. Hallucinogens:** Memory loss, speech difficulty, episodes of violence, convulsions, tremors, elevated body temperature, ruptured blood vessels, addiction.

**g. Alcohol:** Sedation (sleepiness), dulled thought processes, slurred speech, double vision, mood changes, slowed reflexes, impairment of coordination, loss of interest in sex, addiction.

**NOTE:** Mothers who drink alcohol during pregnancy may give birth to infants with irreversible physical abnormalities and mental retardation. Research shows that children of alcoholic parents are at greater risk than other young people of becoming alcoholics.

- **AIDS:** Users of needles who take any drugs run a high risk of contracting AIDS and hepatitis.

- **Addiction:** This is the common denominator for all mind-altering substances. With its insidious onset, addiction often goes undetected until the user's life is in chaos. Addiction pervades one's life, overpowering one's ability to reason and to relate to others. Addiction ruins the user's life and the lives of those around him/her.

## **TOURO COLLEGE REGULATIONS RELATING TO ALCOHOL USE**

- The consumption of alcoholic beverages by individuals under the age of 21 is illegal in New York State.

- Persons under the age of 21 are prohibited from consuming alcoholic beverages on the premises of Touro College.

- Any student who falsely represents himself as being of age to consume al-

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cohol is subject to disciplinary action as outlined in the Code of Conduct.

- Any employee of the college who provides alcohol to a minor on college premises shall be subject to full penalty under the laws of New York State.

- Alcohol abuse does not excuse employees of the college from neglect of their responsibilities to the college. Individuals whose work performance is impaired as a result of the use/abuse of alcohol may be required to participate in an appropriate evaluation and treatment program.

- Touro College observes the culpability laws for serving drinks to the mentally impaired and to individuals who are already inebriated.

## **FOR FURTHER INFORMATION**

**Students should consult the *Touro College Campus Security And Drug Alcohol Abuse Policies Information Brochure* for a detailed description of the health risks and dangers resulting from consuming controlled substances. This brochure has a listing of treatment centers in the New York area. The brochure also outlines legal sanctions imposed under Federal Law and New York State Law.**

## **G. TOURO COLLEGE CAMPUS SECURITY POLICIES**

Safety and security are concerns commonly shared by the students, faculty and staff employees of Touro College. The college is committed to keeping its campus locations, centers and sites secure.

### **ACCESS TO THE CAMPUS**

Students must show a valid identification card to enter Touro College Facilities. Visitors must receive a temporary pass from guards on duty to enter Touro facilities.

### **SECURITY SERVICES**

Touro College has contracted with professional security guard services to maintain and monitor security at its campuses and sites. Selected locations have armed Security Officers. Security Personnel are carefully screened before being assigned to Touro College, and supervised to ensure quality assurance. Security staff are supervised by means of their agency supervisor, and as well as the Campus Security Director.

Security personnel respond to emergency calls for service, enforce regulations, and assist in security building inspections and fire prevention. Electronic means, such as closed circuit television, are also used to monitor activities at many College centers.

The Security Officers may detain individuals who engage in illegal and criminal actions until New York City Police Officers arrive and/or your local Law Enforcement agency arrives. They are empowered to enforce Touro's regula-

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tions, to investigate incidents, and to apprehend those who violate Touro regulations or commit crimes on campus. Criminal violators that are apprehended are turned over to the police. Our Security Officers are not Peace Officers or Police Officers and have no power of arrest.

Our Security Director meets regularly with Police Commanders to help ensure the safest environment for our campus community.

### **REPORTING CRIMINAL INCIDENTS & OTHER EMERGENCIES**

All students, employees, and guests should promptly report criminal incidents, accidents, and other emergencies to the Department of Campus Security by dialing 1-88-Touro911 (1-888-687-6911). This service allows you to speak to a live operator, twenty four hours a day, seven days a week, to report any incidents or occurrences. The service refers all calls to the appropriate agencies (i.e. fire, police, etc.) for assistance, as well as to the appropriate College authorities. Additionally you may report any incidents to any Security Officer at your site, the Campus Security Director, and/or Operations. If you are located in a Student Residence Hall you can also report any incident to your Resident Director, Assistant Resident Director, or R/A at your facility. The Campus Security Administrative office is located at 43 W. 23rd Street, 4th Floor and can be reached at (212) 463-0400 ext. 5134 or via email at [security@touro.edu](mailto:security@touro.edu).

If assistance is required in completing or reporting an incident/occurrence to local Law Enforcement agencies we

at Touro Campus Security will be glad to render any assistance needed.

Annual statistics on the incidence of crime at Touro College campuses and sites is published in the Touro College Campus Security Handbook

## **H. SEXUAL HARASSMENT AND SEXUAL OFFENSE PREVENTION POLICIES**

### **POLICY AGAINST SEXUAL HARASSMENT**

Sexual harassment is a prohibited form of sex discrimination and is illegal. It is also a violation of the Touro College Code of Conduct.

Touro College will not condone or tolerate any forms of sexual harassment involving students, faculty or staff of the college. The college deems such coercive behavior as a violation of the civil rights of its students and employees. Any member of the Touro College community who violates this policy will be subject to disciplinary action, as outlined in the College Code of Conduct, which may include suspension, expulsion or dismissal.

Sexual harassment is defined as any unwelcome sexual advances, request for sexual favors or other verbal, non-verbal, or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's status as a student or employee;
- is used as a basis for educational or employment decisions affecting an in-

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dividual;

- interferes with an individual's learning or work;
- creates a hostile or offensive learning or work environment.

Any student who believes that he/she is being sexually harassed by another student, teacher, supervisor or other staff member should contact the Office of the Dean of Students or the Office of Institutional Compliance. The Office of the Dean of Students has the responsibility of reviewing and investigating complaints. During the investigation, the persons involved will be given an opportunity to present information and witnesses to support their version of the facts. The parties involved will be given notice of the outcome of the investigation, to the extent permitted by law. If allegations of sexual harassment are substantiated, the matter will be referred to the Student Affairs Committee (if the perpetrator is a student), the Dean of Faculties (if the perpetrator is a faculty member) or the Office of Human Resources (if the perpetrator is an administrator/staff person) for appropriate disciplinary action.

## **FALSE STATEMENTS**

Complaints of harassment cannot always be substantiated. Lack of corroborating information should not discourage individuals from complaining. However, charges found to have been intentionally dishonest will subject complainants to disciplinary action in accordance with the Touro College Code of Conduct.

## **TOURO COLLEGE SEXUAL ASSAULT PREVENTION POLICIES**

### **(Prepared in Compliance with New York State Law)**

The administration of Touro College is concerned with the physical safety and security of the students of the college.

Sexual offenses of all types directed against students by their peers, professors and/or employees of the college on the premises of Touro College constitute criminal acts and violate Touro College's Code of Conduct. Under New York law, sexual offenses include: sexual abuse; rape; sodomy; sexual misconduct; public lewdness; stalking. All of these acts are punishable by imprisonment in New York State.

The college also will hold perpetrators accountable for their behavior. A student found to have committed a sexual offense will be subject to disciplinary sanctions, up to and including expulsion.

## **REPORTING SEXUAL OFFENSES TO THE COLLEGE AND POLICE**

To report sexual offense crimes, call immediately the **Touro College Command Security Post** at the Manhattan Main Campus, which is staffed 24 hours a day, at **1-88-Touro-911**. To report the crime to the police, dial **911**. For rape assault and sexual violence you may call the **Sex Crime Hotline at 212-267-7273**.

Victims of sexual assault seeking counseling may wish to contact **The Crime Victim Center, 50 Court Street, 8th Floor, Brooklyn, N.Y. 11201; telephone: (347) 328-8110**.

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## **FILING CHARGES FOR INCIDENTS OF SEXUAL ASSAULT**

To officially file charges for an act of sexual assault or rape, please contact the Office of the Dean of Students. If the alleged perpetrator is a student, you can initiate disciplinary action against this individual. All incidents must be reported within six (6) months of their occurrence.

If the alleged perpetrator is a faculty member of the college, the Office of the Dean of Students will refer the charges to the Dean of Faculties. Allegations against non-teaching employees of the college will be referred to the Director of Human Resources. In all such instances student victims will be guided and assisted by a staff member of the Office of the Dean of Students.

## **I. MISCELLANEOUS COLLEGE POLICIES**

### **NON-DISCRIMINATION**

Touro College is an equal opportunity institution. It admits students of any race, color, gender, national origin, religion and age to all rights, privileges, programs and activities generally accorded its students. In conformance with applicable law, it does not discriminate on the basis of sex, race, color, disability, national or ethnic origin or age in the administration of its educational policies, scholarship and loan programs, and other institutionally administered programs.

## **NEW YORK STATE PROOF OF IMMUNIZATION REQUIREMENT**

In accordance with New York State law, students born on or after January 1, 1957 must demonstrate proof of immunization to measles, mumps, and rubella.

Students must submit acceptable medical proof of immunization. Forms are available with registration materials or from the Registrar's office. Students who fail to provide the required proof of immunization will **not** be permitted to register or to attend classes until a properly completed form has been submitted to the Office of the Registrar. Immunization forms can be obtained in the Office of the Registrar in various campus locations.

### **ANTI-HAZING REGULATIONS**

No student or group of students shall encourage or participate in any form of hazing. Hazing is defined as action taken or situations created to produce excessive mental or physical discomfort, embarrassment, harassment or ridicule. This covers coercive activities and mentally degrading games.

### **NO-SMOKING POLICY**

The college observes local ordinances regarding cigarette smoking. State law bans smoking in schools and other public places except in designated areas.

### **COMPUTER USE POLICY**

Touro College provides students with a computer user account that allows access to the university's computer system. It is expected that students will use

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this opportunity responsibly and for legitimate purposes, such as: obtaining one's class schedule or grade report, logging onto a personal e-mail account, reviewing course syllabi, and accessing the on-line computerized catalog of the Irwin Library.

Students are not permitted to use another person's User ID or password, circumvent or subvert security measures, use university systems for partisan political purposes, make illegal copies of copyrighted material, or use the e-mail to harass, intimidate and threaten any member of the college community.

The administration reserves the right to limit, restrict or remove computing privileges from any student who violates the college's computer policy, local State, or Federal laws, as well as the applicable articles of the College's Code of Conduct contained in this Student Handbook.

## **INTERNET AND E-MAIL POLICY**

The College's Internet and e-mail connections are intended solely for use in conducting the college's business and promoting its educational goals. User's conduct on the Internet and e-mail must conform to the College's code of conduct and must be in furtherance of legitimate college business.

Users must not send, retrieve or download messages or information that may be considered offensive, including messages, images or information that are sexually oriented or that disparage others based on their race, gender, sexual orientation, national origin, age, disability or religious beliefs. Users must not originate or dis-

tribute chain letters via e-mail. Users must not use the college's Internet and e-mail connections for personal gain or profit. Users' accessing of sites and "chat rooms" that feature pornography, off color jokes, hate speech and the like is strictly prohibited.

Violation of this policy may result in termination of Internet and e-mail access, and disciplinary action under the college's disciplinary policy.

## **J. CONFIDENTIALITY OF STUDENT EDUCATION RECORDS**

### **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

The Family Educational Rights and Privacy Act of 1974, as amended, grants all eligible students the right of access to their own educational records as defined in the law. The law prohibits access to or release of personally identifiable information without the prior written consent of the student except under certain limited circumstances. Touro College policy does not permit access to or release of student records to any party except as authorized by this law. It should be noted, however, that this legislation concerning privacy is affected by Section 510 of the Veterans Education and Employment Act of 1976, which provides that, P.L. 93-568 notwithstanding, records and accounts pertaining to veterans, as well as those of other students, shall be available for examination by government representatives. It is also affected by Sections 507

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and 508 of the Patriot Act of 2001, which provides that officials designated by the U.S. Attorney General may petition the court to examine records deemed relevant to certain authorized investigations or prosecutions. If a student wishes to inspect or review his or her records, he or she may contact the office concerned. Complete information concerning this policy is available in the Office of the Registrar.

The Family Educational Rights and Privacy Act of 1974 as amended (FERPA), was designed to protect the privacy of education records. Education records include records, files, documents, or other materials in hard copy or in electronic format, maintained by Touro College or a party acting on behalf of Touro College, which contain information directly related to a student. FERPA specifies some limited exceptions including certain personal memory aids and certain employment records.

FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within a reasonable period of time, but not more than 45 days after the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that of-

ficial shall advise the students of the correct official to whom the request should be addressed.

2. The right to request an amendment to the student's education records that the student believes contains information that is inaccurate, misleading, or in violation of the student's rights of privacy. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide signed and dated written consent before the College discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student

serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

b. A second exception that permits disclosure without consent is disclosure of Directory Information. Directory information is information that is generally not considered harmful or an invasion of privacy if released.

The following is considered

“Directory Information” at Touro College and may be made available to the general public unless the student notifies the Office of the Registrar in writing before the last day to add classes in a semester:

- Name
- Address
- E-mail address
- Telephone Listing
- Date and Place of birth
- College
- Major
- Honors and Awards
- Photo
- Classification
- Dates of enrollment
- Status
- Degrees conferred
- Dates of conferral
- Graduation distinctions

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Touro College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

## **AUTHORIZATION FOR DISCLOSURE**

Enrolled students may refuse to permit disclosure of Directory Information. To do so, written notification must be received by the Registrar prior to September 15 of each academic year. This request is valid only for the academic year in which it is made. A new written notification requesting non-disclosure must be submitted each academic year.



**NYSCAS, Brooklyn**



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## VII. APPENDICES

### APPENDIX A: TOURO COLLEGE MISSION AND GOALS STATEMENT (UPDATED 2013)

#### Touro College Mission, Goals and Objectives

*Revised March 2013*

#### MISSION STATEMENT

Touro College is an independent institution of higher education under Jewish auspices, established to transmit and perpetuate the Jewish heritage, as well as to serve the general community in keeping with the historic Jewish commitment to intellectual inquiry, the transmission of knowledge, social justice, and service to society. Touro offers undergraduate and graduate programs in Jewish studies, the liberal arts and sciences, and the professions including education, law, medicine, pharmacy, the allied health sciences, social work, and business. These programs serve diverse components of the Jewish community and the larger society, especially those who have been underserved in the past. Touro is a college where personal growth, scholarship and research are fostered and where men and women are prepared for productive lives of dignity, value, and values.

The Jewish heritage embraces two fundamental components, the particular and the universal, as reflected in Hillel's dictum in Ethics of the Fathers, "If I am not for myself, who will be for me? And

if I am concerned only with myself, what am I?" This teaching shapes the core values of the college, which include a commitment to quality education for all, the treatment, with integrity and respect, of all students, faculty and staff, the role of ethics in the professions, and the building of a responsive and responsible society.

#### GOAL 1

To transmit and enrich the Jewish heritage and its tradition of intellectual inquiry, as well as to incorporate Jewish studies into programs on the undergraduate, graduate and professional levels

#### Institutional Objectives

1. Offer courses and programs in Jewish Studies
2. Encourage research in Jewish history and culture.
3. Provide academic and cultural programs to Jewish communities through branch campuses in the United States and abroad.

#### GOAL 2

To promote sensitivity to ethical concerns and social responsibility through both the curriculum and community outreach

#### INSTITUTIONAL OBJECTIVES

1. Offer core curricula that provide a strong ethical foundation for all students.
2. Include ethical considerations within the various disciplines and professional offerings within the curriculum

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3. Foster programs and activities emphasizing service to society

### **GOAL 3**

To further the career interests and professional aspirations of our students through a broad range of academic programs and related activities

#### **Institutional Objectives**

1. Offer programs on the undergraduate level that prepare students for careers as well as further professional studies
2. Sponsor graduate and professional programs to meet the career aspirations of students in the context of changing market conditions
3. Provide advisement, counseling and career services to our students.

### **GOAL 4**

To advance proficiency in communication, information and technological literacy, analytical skills, and quantitative reasoning

#### **Institutional Objectives**

1. Include General Education proficiencies in the core curricular requirements
2. Encourage the application of these skills in both the undergraduate and graduate curriculum

### **GOAL 5**

To promote and support faculty and student research and scholarship

#### **Institutional Objectives**

1. Place greater emphasis on scholarship and research
2. Provide funding to strengthen the research infrastructure
3. Encourage greater opportunities for faculty and student research and collaboration

### **GOAL 6**

To develop and provide educational opportunities to underserved students in diverse communities

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## **Institutional Objectives**

1. Provide greater access to higher education through community and neighborhood campus locations.
2. Recruit and retain underserved and disadvantaged students.
3. Support student learning with resource and tutoring centers

### **GOAL 7**

To maintain Touro as a learner-centered community in consonance with the college mission

## **Institutional Objectives**

1. Provide students with convenient supportive student services throughout the Touro system
2. Train faculty in a variety of instructional approaches to maximize the learning experience
3. Foster a sense of community through the use of internal communication, technology and other means

### **GOAL 8**

To expand educational opportunities through distance learning and blended programs

## **Institutional Objectives**

1. Promote the use of online technologies in teaching, learning, and in the delivery of services.
2. Increase availability of online and blended courses and programs.

## **APPENDIX B: GENERAL EDUCATION MISSION, GOALS AND OBJECTIVES**

### **General Education Mission, Goals and Objectives**

#### **Mission**

As a fundamental component of all academic programs, General Education is the foundation supporting student acquisition of skills in communication, analysis, mathematical reasoning, and synthesis. General Education provides students with transferrable skills that prepare them to gain knowledge, acquire new competencies, and broaden their perspectives so that they may better adapt to the needs of a changing society.

The learning experiences and assessments provided by our academic programs are built on the General Education goals, which are reflected in the College's core requirements.

#### **Goals and Objectives**

### **Goal 1: Students will communicate effectively in writing.**

Objectives: Students will be able to:

- 1.1 demonstrate fluency in a writing process that involves planning, drafting, revising and editing;
- 1.2 research, organize and produce texts in a variety of written modes for specific audiences;

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- 1.3 demonstrate understanding and recognition of plagiarism;
  - 1.4 apply ethical reasoning in the use of language.

**Goal 2: Students will develop effective oral communication skills.**

Objectives: Students will be able to:

- 2.1 demonstrate the elements of effective oral communication;
- 2.2 research, organize, and deliver a message to specific audiences;
- 2.3 evaluate the effectiveness and relevance of messages and presentations;
- 2.4 demonstrate understanding and recognition of plagiarism;
- 2.5 apply ethical reasoning in the use of language.

**Goal 3: Students will develop, apply and use mathematical reasoning skills in solving problems.**

Objectives: Students will be able to:

- 3.1 read and comprehend information with mathematical content;
- 3.2 analyze quantitative information;
- 3.3 determine patterns, trends, and relationships from a variety of sources;
- 3.4 solve numeric and word problems using logic and mathematical skills.

**Goal 4: Students will develop analytical and critical thinking skills.**

Objectives: Students will be able to:

- 4.1 analyze, evaluate, and question information;
- 4.2 formulate and develop relevant responses to problems based on logic and available information.

**Goal 5: Students will develop necessary literacy required to analyze and implement solutions involving use of the computer.**

Objectives: Students will be able to:

- 5.1 demonstrate computer literacy in academic and professional contexts;
- 5.2 demonstrate understanding of computer technology and application software.

**Goal 6: Students will develop information literacy necessary to identify, locate, evaluate, communicate, and apply information.**

Objectives: Students will be able to:

- 6.1 determine the extent of information needed;
- 6.2 locate information from books, journals, the Internet, databases and media;
- 6.3 evaluate and apply appropriate search strategies;
- 6.4 evaluate the quality of sources in terms of reliability, bias, currency, and authority;
- 6.5 access and use information

ethically and legally.

**Goal 7: Students will demonstrate an understanding of the scientific method and its application to solve problems and analyze data in at least one discipline in the sciences.**

Objectives: Students will be able to:

- 7.1 demonstrate an understanding of the methods scientists use to explore natural phenomena, such as observation, hypothesis development, experimentation, and evaluation of evidence;
- 7.2 demonstrate the ability to comprehend and analyze scientific literature.

**Goal 8: Students will develop knowledge of culture and history.**

Objectives: Students will be able to:

- 8.1 demonstrate understanding of elements of culture in relation to history, values, politics, communication, economy, or beliefs and practices.

## **APPENDIX C: TITLE IX POLICIES AND PROCEDURES**

### **TITLE IX COORDINATOR**

The Title IX Coordinator or his designee (“Title IX Coordinator”) is trained and knowledgeable about enforcement, compliance, communication, and implementation of Touro’s anti-harassment and anti-discrimination policy.

The Title IX Coordinator’s contact information is as follows:

Elan Baram  
Title IX Coordinator  
Touro College  
500 7th Avenue, 4th Floor  
Phone: 646-565-6036  
[elan.baram@touro.edu](mailto:elan.baram@touro.edu)

Additional information about this policy will be available on Touro’s website. Students may contact the Office for

Civil Rights of the U.S. Department of Education for inquiries concerning the application of Title IX as well as the implementation of its regulations. The Office for Civil Rights can be contacted using the following information:

U.S. Department of Education  
Office for Civil Rights  
32 Old Slip, 26th Floor  
New York, New York 10005  
Phone (646) 428-3800  
Fax (646) 428-3843  
[OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

### **POLICY**

This policy applies to all members of the Touro College (“Touro”) community, including students, faculty, and administrators as well as third-parties (in-

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cluding, but not limited to, vendors, invitees, etc.).

Discrimination or harassment of any kind in regards to a person's sex is not tolerated at our institution. Information and/or training regarding this policy is available to students, faculty, and staff.

Touro promotes an environment in which the dignity and worth of all members of the community are respected. It is the policy of Touro that sexual intimidation of students and employees is unacceptable behavior and will not be tolerated. Touro will not tolerate unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature constituting sexual harassment.

In general, it is a sex crime to engage in any sexual contact with a person who does not consent, or to engage in sexual intercourse, deviant sexual intercourse, or sexual abuse if it is accomplished by forcible compulsion. New York Law also defines these acts as crimes if any of them are engaged in with a person who is incapable of consent either because of the person's age or because the person is mentally defective, mentally incapacitated, or physically helpless. Therefore, sexual abuse, sodomy, and rape are sex crimes and violators will be prosecuted in accordance with New York Penal Law.

All divisions of Touro seek to foster a collegial atmosphere where students are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention.

Discrimination or harassment of any kind is anathema to Touro's mission, history, and identity. Touro will resolve any

identified discrimination in a timely and effective manner, and will ensure that it does not recur. Compliance with Touro's policies and procedures is a necessary step in achieving a safe environment in our educational community. The policies set forth were developed to promote a safe educational environment, in compliance with the Violence Against Women Act (VAWA), and a high-quality campus life.

Those believing that they have been harassed or discriminated against on the basis of their sex, including sexual harassment, should immediately contact the Title IX coordinator. When Touro has notice of the occurrence, Touro is compelled to take immediate and effective corrective action reasonably calculated to stop the harassment, prevent its recurrence, and as appropriate, remedy its effects.

Please refer to the Touro Portal to view the complete policy.

## **DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURES**

All members of the College community are expected to adhere to the applicable policies and to cooperate with the procedures for responding to complaints of discrimination and harassment. All are encouraged to report any conduct believed to be in violation of these policies.

Any person who believes that he or she has been the subject of sexual harassment or discrimination may initially choose to deal with the alleged offender directly through a face-to-face discussion, a personal telephone conversation, e-mail correspondence, or letters. In some cases this may effective-

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ly resolve the situation. However, individuals are not required to address the individual directly before bringing the matter to the attention of the College.

## **GRIEVANCES**

Applicants, students and employees who believe they have been sexually harassed or discriminated against on the basis of sex (whether by students, faculty, staff, administrators, contractors or others) should contact the office of the Title IX Coordinator. The office of the Title IX coordinator will, by itself, conduct a prompt and thorough investigation of any sexual harassment or discrimination complaint, interviewing the complaining student or applicant and other witnesses as needed. The investigation will be kept as confidential as is feasible in light of the duty of the College to review and address sexual harassment and other forms of sex discrimination. Ordinarily, the office of the Title IX Coordinator will endeavor to interview the complaining party, to obtain detailed information, within one week of receiving an initial complaint from that individual. Other witnesses will be interviewed and any other information will be gathered promptly, usually within three weeks after the initial interview with the complaining party. When the investigation is completed, the College will take any corrective action needed to prevent a recurrence and to correct any discriminatory effects. The office of the Title IX Coordinator will decide what corrective action, if any, should be taken. Ordinarily, investigations will be completed within about one month after the initial interview of the complaining party and a determination as to what cor-

rective action will be taken will ordinarily be made within about one week thereafter.

The Office of the Title IX Coordinator will then notify the complaining party (within about 10 business days after the determination is made) that the investigation has been completed and explain what corrective action, if any, will be taken.

The College will not tolerate any form of retaliation against any applicant, student or employee who reports sexual harassment or discrimination or who participates in any investigation of sexual harassment or discrimination. Any applicant, student or employee who believes he or she has been the victim of retaliation, should contact the office of the Title IX Coordinator.

## **APPENDIX D: DISCLAIMER OF CONTRACTUAL AND TORT LIABILITY**

The payment of tuition entitles a student to register and matriculate in the courses and programs available and offered by Touro College. In order for a degree to be earned, passing grades must be achieved and any other pre-requisites required by the school and program must be fulfilled. While students expend significant sums associated with higher education, successful completion of a course, program, or degree is dependent on many factors, Touro College makes absolutely no assurances or representations of guaranteed success, merely that it will provide students with the tools needed to accomplish their academic goals.

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## **APPENDIX E: ARBITRATION OF DISPUTES**

The policies and procedures set forth in this section and elsewhere in this Student Handbook are presented in their entirety on the Touro College website, and are excerpted here as an overview for student reference. Touro College students, faculty and staff are expected to abide by all Touro College policies and regulations including those set forth on the Touro College website.

Touro College's arbitration policy was created with the intention of providing a program for the quick, fair, accessible, and inexpensive resolution of Disputes (see definition below) between Touro College and Touro College's current and former students (as well as applicants) related to or arising out of a current, former or potential academic relationship with Touro College. The policy is intended to provide an exclusive mechanism for the final and binding resolution of all Disputes that cannot otherwise be resolved internally through the academic and disciplinary methods described elsewhere in this Handbook. It is not intended either to curtail or extend substantive rights available under applicable law, except to limit Touro College's damages awardable to students in any and all events, and to limit the amount of time an aggrieved student has to file for arbitration. The policy should be interpreted in accordance with these purposes.

A student's acceptance, registration, enrollment, matriculation and/or continued enrollment and matriculation at Touro College acts as his or her consideration and consent to these terms.

Each student agrees that he or she will pay for their own fees and expenses related to or arising out of the arbitration.

All arbitrations of Disputes shall be exclusively conducted and heard by the American Arbitration Association ("AAA"), or its successor, before a single arbitrator who shall be an attorney. "Dispute" means all legal and equitable claims, demands, and controversies, of whatever nature or kind, whether in contract, tort, under statute or regulation, or some other law or theory; the application, potential enrollment, enrollment, matriculation, continued enrollment and matriculation, and graduation, suspension, dismissal, expulsion, separation or any other academic, disciplinary or other action or termination of such student with Touro College; any other matter related to or concerning the relationship between the student and Touro College including, by way of example and without limitation, allegations of: discrimination based on race, religion, national origin, age, veteran status or disability, sex (including sexual harassment), gender, sexual orientation, retaliation, defamation, infliction of emotional distress, The Americans With Disabilities Act of 1990, Sections 1981 through 1988 of Title 42 of the United States Code, The Immigration Reform and Control Act of 1986, New York State Human Rights Law, New York City Human Rights Law, or any other federal, state or local civil, Family Educational Rights and Privacy Act of 1974 (FERPA), Campus Sex Crimes Prevention Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended, as well as any other law related to stu-



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dents, not-for-profits and higher educational institutions. Disputes do not include collections actions of tuition or other fees payable by the student and owed to Touro College.

Touro College's liability (as well as its faculty, staff, and third parties action by, through or on its behalf) is limited in all respects, no matter the cause of action or theory of liability, to the amount of tuition actually paid by the student in the one year prior to which the claim is made. No award of incidental, consequential, punitive or lost profits damages may be awarded by the arbitrator. Requests to arbitrate must be filed with the other party and with AAA within ninety (90) calendar days after the claim or dispute arises or the act or acts as to which arbitration is brought occur. If a student fails to file a request for arbitration with Touro College and AAA within ninety (90) calendar days after the claim or Dispute arises, that claim or dispute will be conclusively resolved against the student even if there is an applicable statute of limitations that may have given the student more time. Any judgment upon the award rendered by the arbitrator may be entered in any court of competent jurisdiction.

If any provision of the policy is determined to be invalid or unenforceable in any jurisdiction, the remaining provisions shall remain in full force and effect and shall be liberally construed so as to effectuate the purpose and intent of the policy. This policy precludes litigation in any court of any claim that could be arbitrated. If for any reason this arbitration clause is declared unenforceable, the student nevertheless waives the right to a jury trial with respect to complaint or action

filed in a court of competent jurisdiction and within the ninety (90) day limitations period described above.

## **APPENDIX F: TOURO CAMPUS LOCATIONS**

### **THE LANDER COLLEGES (as of September 2014)**

#### **Lander College of Arts and Sciences – Flatbush Campus**

1602 Avenue J  
Brooklyn, NY 11230  
718-252-7800  
Fax: 718-253-9455

#### **The Lander College for Women The Anna Ruth and Mark Hasten School in Manhattan**

227 West 60th Street  
New York, NY 10023  
212-287-3500  
Fax: 212-582-2322

#### **The Lander College for Men**

75-31 150th Street  
Flushing, NY 11367  
718-820-4885  
Fax: 718-820-4838

#### **Touro Year Abroad In Israel Program Office**

11 Rechov Beit Hadfus  
Givat Shaul Jerusalem 95483 (02)  
651-0090 x3  
1-800-950-4824  
[csosevsky@touro.edu](mailto:csosevsky@touro.edu)

#### **Touro College Los Angeles**

1317 North Crescent Heights  
Boulevard  
West Hollywood, CA 90046  
323-822-9700  
Email: [tourola@touro.edu](mailto:tourola@touro.edu)

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**Touro College South**

1703 Washington Avenue Miami  
Beach FL 33139 (305) 535-1066  
Fax: (305) 535-1553  
Email: [tourosouth@touro.edu](mailto:tourosouth@touro.edu)

**INSTITUTE FOR  
PROFESSIONAL  
STUDIES/MACHON  
L'PARNASA**

Main Bldg. – Women's entrance  
1301 45th Street  
Brooklyn, NY 11219  
718-871-4267  
Fax: 718-871-4072  
Men's Entrance  
4421 13th Avenue  
Brooklyn, NY 11219  
718-871-4267  
Fax: 718-871-4072

**NEW YORK SCHOOL OF  
CAREER AND APPLIED  
STUDIES (NYSCAS)\***

Main Campus – Midtown  
27-33 West 23rd Street  
New York, NY 10010  
212-463-0400, ext. 5429, 5483  
Fax: 212-627-9144

**Kings Highway Computer Center**

(East 18th Street)  
1726 Kings Highway  
Brooklyn, NY 11229  
718-336-6471

**Brighton Beach Extension Center**

532 Neptune Avenue  
Brooklyn, NY 11224  
718-449-6160  
Fax: 718-265-6413

**Bensonhurst Extension Center**

1870 Stillwell Avenue  
Brooklyn, NY 11223  
718-265-6534  
Fax: 718-265-0614

**Starrett Administrative and  
Classroom Site**

1390 Pennsylvania Avenue  
Brooklyn, NY 11239  
718-642-6562  
Fax: 718-642-4783

**Dov Revel Forest Hills**

71-02 113th Street  
Forest Hills, NY 11375  
718-520-5107  
Fax: 718-520-8170

\*This is not a comprehensive listing  
of all the NYSCAS locations.

**SCHOOL FOR LIFELONG  
EDUCATION**

1273 53rd Street  
Brooklyn, NY 11219  
718-871-6187  
Fax: 718-437-1609

**GRADUATE AND  
PROFESSIONAL SCHOOLS****Jacob D. Fuchsberg Law Center**

225 Eastview Drive  
Central Islip, NY 11722  
631-761-7000

**Graduate School of Business 65  
Broadway**

New York, NY 10006 212-742-8700,  
ext 2400

**Graduate School of Education \*\***

43 West 23rd Street, 3rd Floor  
New York, NY 10010  
212-463-0400, ext. 5790  
Fax: 212-462-4889

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**School of Social Work**

43 West 23rd Street  
8th floor  
New York, NY 10010  
212-463-0400 ext. 5269

**Graduate School of Psychology**

50 West 23rd Street, 6th floor  
New York, NY 10010  
212-242-4668 ext. 6007

**Graduate School of Jewish Studies**

43 West 23rd Street, 8th Floor  
New York, NY 10010  
Michael Schiffenbauer  
212-463-0400, ext.5472

**GRADUATE AND  
PROFESSIONAL SCHOOLS  
–HEALTH RELATED****School of Osteopathic Medicine**

2090 Adam Clayton Powell, Jr. Blvd.,  
Suite 603  
New York, NY 10027 (646) 981-4500

**School of Pharmacy**

2090 Adam Clayton Powell Jr Blvd,  
5th floor  
New York, NY 10027  
212-851-1192 ext. 2500

**School of Health Sciences –  
Main Campus, Midtown**

27-33 West 23rd Street  
New York, NY 10010  
212-463-0400  
Physician Assistant Program  
ext. 5792 Anita Stone  
Occupational Therapy Program  
ext. 5671 Lydia Borgis  
Physical Therapy Program  
ext. 5606 Selini Cabrera  
Fax: 212-989-2054

**School of Health Sciences –  
Bay Shore Branch Campus**

1700 Union Boulevard  
Bay Shore, NY 11706

631-665-1600

Fax: 631-665-6342

**School of Health Sciences –  
Nursing Program**

902 Quentin Road  
Brooklyn, NY 11223  
718-236-2661/8674  
Fax 718-234-6495

**School of Health Sciences – Speech  
Pathology Program**

902 Quentin Road  
Brooklyn, NY 11223  
718-787-1602

**School of Health Sciences –  
Winthrop University Hospital  
Extension Center**

286 Old Country Road  
Mineola, NY 11501

\*\*The Graduate Schools offers  
courses at a number of locations in  
the greater New York City area.

**CALIFORNIA LOCATIONS****Touro University College of  
Osteopathic Medicine**

1310 Johnson Lane  
Mare Island  
Vallejo, CA 94592  
707-638-5200  
Fax: 707-562-5104

**INTERNATIONAL LOCATIONS****Touro College Israel – Lander  
Colleges Undergraduate Offerings**

11 Rechov Beit Hadfus  
Givat Shaul  
Jerusalem, 95483  
(02) 651-0090, ext. 2  
1(800) 950-4824  
Email: [CSosevsky@touro.edu](mailto:CSosevsky@touro.edu)

**Lander Institute of Jewish Studies,  
Moscow, Russia**

10706 Oleniy Val. 3, bldg. 1

Moscow Russia 107076  
(495) 6600770

**Touro College Berlin**  
Campus am Rupernhorn Am  
Rupernhorn 5  
D-14055 Berlin, Germany  
(49-30) 30 06 86-0

**Touro College France**  
9 rue Sainte Anastase  
75003 Paris, France  
+33 1 44 54 33 70

## **APPENDIX G: HELP HOTLINES**

### **AIDS**

[www.nyaidline.org](http://www.nyaidline.org)

- New York City Health AIDS  
(800)872-2777  
New York State Info  
(800)541-2437

### **ALCOHOL ABUSE**

[www.alcoholism.org](http://www.alcoholism.org)

- Alcoholism Council of Greater  
New York  
(212) 252-7001
  - Al-Anon and Alateen  
(212) 941-0094 (508) 366-0556

### **CHILD ABUSE**

[www.childhelp.org](http://www.childhelp.org)

- National Child Abuse Hotline  
(800)422-4453
  - Incest Helpline: (212) 227-3001

### **DOMESTIC VIOLENCE**

[www.thesafetyzone.org](http://www.thesafetyzone.org)

- Violence Intervention Hotline  
(800) 621-HOPE (4673)
- National Domestic Violence  
Hotline  
(800) 799-SAFE (7233)  
[thesafetyzone.org](http://thesafetyzone.org)

### **DRUG ABUSE**

[www.abttc.net](http://www.abttc.net)

- Network Hotline for Drug and  
Alcohol Addiction  
(800) 559-9503  
Alcoholics Anonymous  
[www.aa.org](http://www.aa.org)  
(877) 515-1255
- Narcotics Anonymous Hotline  
[www.na.org](http://www.na.org)  
(800) 559-9503
- Cocaine Anonymous  
[www.ca.org](http://www.ca.org)  
(310)559-5833  
Marijuana Anonymous  
[www.marijuanaanonymous.org](http://www.marijuanaanonymous.org)  
(800)766-6779

### **GAMBLING**

- Gambling Anonymous Hotline  
[www.gamblersanonymous.org](http://www.gamblersanonymous.org)  
(888) – GA-HELPS

### **MEDICAL CENTERS**

- Maimonides Medical Center  
4802 10th Avenue, Brooklyn  
(718) 283-6000
- Coney Island Hospital  
2601 Ocean Parkway, Brooklyn  
(718) 616-3000
- New York Methodist Hospital  
6th Street & 7th Avenue, Brooklyn  
(718) 780-3000
- Downstate Medical Center  
450 Clarkson Avenue, Brooklyn  
(718) 270-1000
- New York Hospital Cornell  
Medical Center  
525 East 68th Street  
(212) 746-5454
- The Mount Sinai Hospital Madison  
Avenue and 100th Street  
(212) 241-6500
- Roosevelt Hospital  
1000 10th Avenue New York, NY

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10019 (212) 523-4000

- New York Presbyterian Hospital  
622 West 168th Street New York,  
NY 10032 (212) 305-2500
- Flushing Medical Center  
4500 Parsons Boulevard Flushing,  
New York 11355 (718) 670-5000

### **MISSING CHILDREN**

- The Hotline for the Center for  
Missing and Exploited Children  
(800) 843-5678
- Child Find of America  
(800) 426-5678  
Parent Help Program  
(800)716-3468`

### **RAPE**

- Sex Crime Report Line of the New  
York Police Department (212) 267-  
7273
- Victims Assistance Hotline  
(914) 345-9111

### **RUNAWAYS**

- National Runaway Switchboard  
(800) 786-2929
- Covenant House 9-Line  
(800) 999-9999
- Suicide 24-Hour Hotline  
(800)784-2433
- Learning Disabilities Help Line  
Hotline  
(800) 342-3009
- New York State Child Abuse  
Hotline  
(800) 342-3720
- New York State Child Abuse and  
Neglect Prevention Information  
Line  
(800) 342-7472

### **POISON CONTROL**

- (800) 222-1222

## **24-HOUR HOTLINES**

New York City Domestic Violence  
Bilingual Hotline  
1-800-621-HOPE  
Hearing Impaired 1-800-810-7444  
Safe Horizons (212) 577-7777

## **SHELTERS**

### **Bronx**

Aegis Battered Women's Program 1-  
800-621-HOPE Project Oasis Safe  
Homes 1-800-621-HOPE  
New Day Shelter (718) 617-8762

### **Brooklyn**

Park Slope Safe Homes Project  
(718) 499-2151  
Women's Survival Space  
(718) 439-1000  
Family Project (718) 443-3928  
Project Oasis Safe Homes  
1-800-621-HOPE Women's  
Safe Start II (718) 453-2280

### **Manhattan**

Safe Horizons (212) 577-7777  
Sanctuary For Families, Inc.  
(212) 349-6009  
Urban Women's Retreat 1-800-621-  
HOPE Violence Intervention Program  
(212) 360-5090  
(888) 888-7702 Toll-free

### **Queens**

Transition Center (Kosher facilities)  
(718) 520-8045  
Allen Women's Resource Center  
(212) 577-7777  
Project Oasis Safe Homes  
1-800-621-HOPE Women Helping  
Women (718) 291-2555

### **Staten Island**

Project Oasis Safe Homes  
1-800-621-HOPE

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# **APPENDIX H**

## **EMERGENCY PREPAREDNESS POLICY STATEMENT REGARDING TOURO COLLEGE EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

This policy statement summarizes Touro College's emergency response and evacuation procedures, including protocols for emergency notifications in those situations that represent a significant emergency or dangerous situation affecting the health and/or safety of the college community. This policy statement complies with the Emergency Notification requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Higher Education Opportunity Act of 2008 and applicable Department of Education regulations.

### **Emergency Response Plan:**

The College's Department of Emergency Preparedness is responsible for the overall direction and planning for emergency situations on campus or those that occur in the local or regional area affecting the campus. Under the guidance of the Director of EMP, the college has developed a comprehensive, all-hazard Emergency Response Plan that outlines steps the College will take to prevent and mitigate, prepare for, respond to, and recover from a full range of likely hazards it may face. A summary of the College's emergency response procedures is located at [www.mytouro.touro.edu](http://www.mytouro.touro.edu) under the Emergency Preparedness tab. Included

at this web page is detailed information regarding the College's emergency notification policy, including how to enroll in the mass notification system to ensure students receive emergency notices on College and personal phones.

To ensure these plans remain current and actionable, the College will conduct an emergency management exercise, at a minimum once yearly. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises. The College conducts after-action reviews of all emergency management exercises.

In conjunction with at least one emergency management exercise each year, the College will notify the community of the exercise and remind the community of the information included in the College's publicly available information regarding emergency response procedures.

### **Emergency Notification System:**

The College is committed to ensuring the campus community receives timely, accurate, and useful information in the event of an emergency situation on campus or in the local area that poses a risk to the health and safety of campus community members. To support this commitment, the College has invested in several multi-modal forms of communications that allow administrators to distribute notices in the event of a critical incident or dangerous situation.

*Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System:*

The Department of Campus Secu-

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rity and/or other campus first responders may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. Generally, campus first responders become aware of these situations when they are reported to the Emergency Coordinator, Emergency Evacuation Coordinators, and Campus Security or upon discovery during security patrol or other assignments.

Once first responders confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety to some or all members of the campus community, first responders will notify supervisors in the Department of Campus Security or the Department of Emergency Preparedness to issue an emergency notification.

The College's authorized representatives, including supervisors in the Department of Campus Security and the Department of Emergency Preparedness will immediately initiate all or some portions of the College's emergency notification system. If, in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, the College may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the College will issue the emergency notification to the campus community or applicable segment of the community.

*Determining the Appropriate Segment or Segments of the Campus Com-*

*munity to Receive an Emergency Notification:*

Campus and local first responders on the scene of a critical incident or dangerous situation that poses an immediate threat to the health or safety of the campus community will assist those preparing the emergency notification with determining what segment or segments of the campus community should receive the notification. Generally, campus community members in the immediate area of the dangerous situation (i.e. the building, adjacent buildings, or surrounding area) will receive the emergency notification first. The College may issue subsequent notifications to a wider group of community members. In addition to the emergency notification that may be issued via the College mass notification system, the College will also post applicable messages about the dangerous condition on its homepage to ensure the rest of the campus is aware of the situation, and the steps they should take to maintain personal and campus safety. If the emergency affects a significant portion of or the entire campus, College officials will distribute the notification to the entire campus community.

*Determining the Contents of the Emergency Notification:*

The office responsible for issuing the emergency notification, the Department of Emergency Preparedness will, with the assistance of campus and local first responders, determine the content of the notification. The College has developed a wide range of template messages addressing several different emergency situations. The communications officers (or others is-

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suings the alert) will select the template message most appropriate to the ongoing situation and modify it to address the specifics of the present incident. Those issuing the notification will use the following guidelines when determining the contents of the emergency message.

The first message is intended to **Alert** the community or appropriate segment of the campus community of the dangerous condition and the actions they should take to safeguard their and their neighbors' safety. Messages distributed in this stage of a rapidly unfolding critical incident will generally be short, precise, and directive. Examples include: "The campus is experiencing a major power outage affecting the following buildings: Brown, Red, White, and Yellow Halls. All occupants of these buildings should immediately evacuate and meet at the designated assembly area." "There is a chemical spill at Brown Hall. The chemical released is extremely hazardous if inhaled. Occupants of Brown Hall should immediately evacuate the building through the northeast exits. Follow the directions of fire personnel who are on scene."

The second message is intended to **Inform** the community or appropriate segment of the campus community about additional details of the situation. This message is generally distributed once first responders and the Emergency Operations Center has additional information about the dangerous situation. Examples include: "The power outage affecting Brown, Red, White, and Yellow Halls was caused by a cut power line. PSE&G are responding along with Facilities personnel to

repair the damage. We expect the outage will last until 2:00 p.m. Refer to the University homepage for additional information or dial xxx-xxxx."

Finally, the third message is the **Re-assure** notice that is generally distributed once the situation is nearly or completely resolved. The purpose of this message is to reassure the community that the College is working diligently to resolve the dangerous situation. It can also be used to provide additional information about the situation and where resources will be available.

In those cases where there are no pre-determined template messages in the system, the individual issuing the alert will develop and send the most succinct message to convey the appropriate message to the community. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal and community safety.

*Procedures Used to Notify the Campus Community:*

In the event of a situation that poses an immediate threat to members of the campus community, the College has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event for emergency notification to all or a segment of campus community. These methods of communication include the mass notification system TCAAlert, the College's email system, campus PA system in buildings with PA capability, and/or emergency messages that scroll across computer screens. The College will post updates during a critical incident on the homepage. Individuals may also



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call the University's emergency information line (212-463-0400, select Option 4) for a pre-recorded message about the emergency situation. If the situation warrants, the College will establish a telephone call-in center staffed by College personnel who are trained to communicate with the campus community during an emergency situation.

*Procedures Used to Notify the Larger Community:*

If the College activates its emergency notification system in response to a situation that poses an immediate threat to members of the campus community, several offices at the College are responsible for notifying the larger community about the situation, and steps the College has taken to address the emergency. Primarily, the Department of Communications (a unit of College Public Relations) is responsible for crisis communications and for updating notices on Facebook, Twitter and other social networking platforms, and for maintaining communications with national, regional and local news and radio outlets.

**Emergency Communications:**

TCAAlert is Touro College's mass notification system that provides an easy and effective way to send text, email and voice messages to notify the College community of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

Once the nature and severity of an incident is determined, the College's Emergency Manager is notified and authorized to begin the notification

process. Each category has a different notification tree, with Category 3 and Category 4 requiring notification to the College community. The type of message and content of notification is based upon emergency templates which are part of the College's Crisis Communication Plan.

In the event of an emergency, the College relies on several modes of communication for disseminating information:

**TCAAlert**

TCAAlert provides voice, email and text messaging capabilities to notify students and employees of critical incidents. Authorized staff within the institution or at an off-site location can initiate critical incident communications. The College tests the system twice each semester to ensure timely notification of critical events. TCAAlerts provide real-time updates, instructions on where to go, what to do (or not to do), who to contact and other essential information.

**University System Group E-mail**

Email messages are sent to all Touro email accounts and provide students, faculty and staff with information and updates regarding potential threats to the safety and security of the campus community. The message directs individuals to the main Touro website and the Touro portal website for additional information and instructions. The College's office of Instructional and Information Technology Services manages the data and updates for the mass email notifications.

**Touro Web Sites**

The College community can check

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the main Touro website, [www.touro.edu](http://www.touro.edu), for notification and updates regarding emergency situations. This mode has been used extensively to advise of cancellation of classes, school closings and weather relate emergencies. Students, faculty and staff can also go to the my-Touro portal website at [www.mytouro.touro.edu](http://www.mytouro.touro.edu) for notification and updates regarding emergency situations.

#### **University System Emergency Information Line, (212) 463-0400 Option 4.**

Students, faculty and staff members may call the Main Campus phone number for information about campus emergencies and closures.

#### **Local News Media**

Since much of the College community commutes on a regular basis, broadcast media is relied upon to notify students, faculty and staff of emergencies before or during their commutes. The Office of the Executive Vice President and University Ombudsman authorizes press releases to disseminate necessary information.

#### **Telephone Trees**

As part of the College's emergency communications plan, each supervisor and department manager is responsible for collecting personal contact information for the employees in their department to be used in a department telephone tree. A telephone tree is a prearranged, pyramid shaped system for notifying a group of people by telephone. Telephone trees will be used in the event of an emergency that is localized to a particular site, as opposed to one that affects the College community as a whole.

## **APPENDIX I**

### **PROCEDURES IN RESPONSE TO VIOLATIONS OF ACADEMIC INTEGRITY**

This Touro College and University System Academic Integrity Policy applies to all students in each of Touro's schools. Any act in violation of this Policy or any allegation of misconduct related to this Policy involving a student must be reported and addressed in accordance with the adjudication procedures outlined below or those of the student's school, which at no time will be less stringent than the requirements and standards set forth in this Policy Statement.

#### **Reporting a Case of Suspected Plagiarism or Cheating**

Faculty members or other members of the Touro community who encounter cases of plagiarism or cheating should **contact the Chair of the relevant department**, and inform the offending student of such. The Chair will report the incident, in writing, to the Dean. The Chair will provide faculty with advice specific to the individual incident. No grade may be entered onto the student's record for the course in question before the issue is resolved, either informally or formally.

#### **Resolution of Academic Integrity Violations**

Students who are found to have violated the Touro College and University System's Standards of Academic Integrity are subject to sanctions. Each school (see Appendix II for listing of schools) shall designate the Dean re-

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sponsible for adjudicating violations of Academic Integrity (herein referred to as the “Dean” except where otherwise noted). Depending on the school’s Student Handbook or Bulletin, this may be the Dean of Students, the Dean of Faculties, or another appropriate responsible individual.

As stated above, incidents are reported to the department Chairperson, and a report by the Chair is submitted to the Dean. The method of resolution of the violation may be either informal or formal.

At the discretion of the Dean or Chair, the student may be removed from the class pending a resolution of the matter. Should a student action be of such a nature that it is felt that he or she must be relieved of his/her right to attend the Touro College and University System, the student may be temporarily suspended from the Touro College and University System upon recommendation of the Dean. In the case of suspension, an expedited formal hearing will be scheduled. Suspended students may not avail themselves of the informal resolution process.

## **INFORMAL RESOLUTION**

The student and faculty member may resolve the issue informally—with notice to the Chair of the Department and the Chair’s consultation with the Dean (which must be accompanied by a written synopsis of the matter)—and the faculty member, in consultation with the Chair, may impose any range of sanctions (Class C, D, or E) short of suspension and expulsion. If the student agrees to the decision, then any dispo-

sition will be final. Once accepted by the student, the decision of the faculty member and Chair is not subject to appeal, and is binding on both the student and faculty member.

The Chair must indicate whether the violation was a minor or inadvertent violation that is not subject to reporting, or whether the violation is significant enough to warrant reporting. The outcome of the informal resolution should be reported in writing to the Dean, who will maintain the record of significant violations for the duration of the student’s academic career.

The informal resolution process is not available to individuals who have been previously reported.

## **FORMAL RESOLUTION**

In the event that (1) the student denies the charge, (2) the student and faculty member do not agree to informal resolution, (3) the student is a repeat offender, or (4) for any other reason for which informal resolution is not appropriate as determined by the Chair or the Dean, then the matter shall be submitted for formal resolution.

The Touro College and University System has developed the following formal method of resolution to deal with academic integrity allegations and complaints.

To institute formal resolution, the following procedures shall be followed:

1. The Dean receives a written statement from the instructor or any other complainant, as the case may be.
2. The written statement must include the name of the

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involved student, the name and status of the reporting person, and the nature of the alleged act.

3. The Dean shall arrange a hearing which, generally speaking, should take place no earlier than three (3) calendar days and no later than twenty (20) calendar days after receipt of the complaint.

4. The hearing shall take place before the Standing Committee on Academic Integrity of the School. See Appendix II.

5. All persons involved in a hearing shall be given adequate notice of all hearing dates, times and places. Such notice, which may be by e-mail and followed by a hard copy, will be given at least twenty-four hours prior to any hearing, unless waived by the parties involved.

6. Postponements of Committee hearings may be made by the interested parties or the administration. The student may be granted a postponement if pertinent information or interested parties cannot for good cause be present at the appointed time. Any postponement may not extend beyond a three-month period.

7. The student charged and the person making the charges will be afforded the following opportunities:

a. To review, but not copy, all pertinent information to be presented to the Committee. The length of time for review shall be reasonable, as determined by the Committee

Chair.

b. To present fully all aspects of the issue before the Committee.

Committee Hearings will proceed under the following guidelines:

1. All Committee hearings and meetings are to be closed sessions. The Committee may hear other people of its choosing who may be knowledgeable about the issue(s) under consideration, and may investigate relevant written reports, discussions with involved parties, examinations, papers, or other related documents.

2. A quorum of this Committee must be present in order to conduct official business and render a decision.

3. All decisions shall be made by majority vote, the mechanism to be determined by Committee membership.

4. The student has the right to appear in person before the Committee in order to present his/her case, but, after proper notice of a hearing, the Committee may proceed, notwithstanding the student's absence.

5. The hearing is academic in nature and non-adversarial. Representation by an attorney is not permitted.

6. A recording secretary may be appointed by the Committee Chair. Transcripts of the proceedings are not mandatory or required.

7. All issues in dispute shall be presented orally by the Committee Chair.

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8. All information supporting the charges made against a student shall be presented first. Following this presentation, the student who is under investigation will present his/her side of this issue, submitting to the Committee information that he/she chooses to submit to support the student's stance or position. The Dean, his or her designee, or other members of the Administration may also meaningfully participate in this information exchange. Pursuant to the Touro College and University System Code of Conduct, the student is expected not to obstruct the investigation or proceedings.
  9. At the completion of all discussions, the student and his/her accuser may each make a closing statement. The administration may also be afforded an opportunity to make a statement.
  10. At any time during the hearing the student, his/her accuser, the Committee, and/or the Touro College and University System's representatives may raise questions about the information under review so that all aspects of the case are clarified.

The Committee shall reach a decision using the following guidelines:

1. The Committee will meet in closed session to reach a decision, including recommended sanctions, if applicable. Such meeting will generally be held within one school day following the hearing.
2. If the Committee seeks additional information following commencement of its deliberations, it will notify the parties within two school days, and reconvene the hearing within five school days of the conclusion of the original hearing. The Committee's final decision must then be made.
3. The Committee's decision must be based solely on the evidence presented at the hearing and will be the final disposition of the issues involved, including sanctions. The Committee's decision will be presented in writing to the Dean and the student.
4. In the absence of an appeal, the Dean will transmit the Committee's decision to the Touro College and University System (TCUS) Academic Integrity Council. Solely in the event of a disparity or other irregularity in the sanction imposed, the TCUS Academic Integrity Council may remand the matter to the Dean, noting the new range of permissible sanction.

### **Academic Appeal Process**

1. Following notification of the Committee decision, a student may wish to appeal the decision. He or she has three (3) working days within which to submit a formal written appeal of the decision to the Dean of the Division or School. The appeal should be accompanied by a narrative explaining the basis for the appeal. The narrative should fully explain the student's situation and substantiate the reason(s) for advocating a reversal or modification

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- of the decision by the Committee.
2. After consideration of the Appeal, the Dean may accept, reject or modify the Committee's decision, and will notify the student in writing of the decision.
  3. The Dean, when notifying the student of the decision, shall inform the student of his/her right to appeal an adverse decision in the event the sanction imposed was a suspension, expulsion or revocation of the degree. In all other instances, the Dean's decision will be FINAL.
  4. A copy of the Dean's final decision will be transmitted to the Touro College and University System (TCUS) Academic Integrity Council. Solely in the event of a disparity or other irregularity in the sanction imposed, the TCUS Academic Integrity Council may remand the matter to the Dean, noting the new range of permissible sanctions, for action consistent with overall TCUS standards.

In the event the Dean and the Committee have decided to suspend, expel or revoke a student's degree, following notification of the Dean's decision, a student may wish to appeal the decision. He or she has five (5) working days within which to submit a formal written appeal of the decision to the respective Chief Academic Officer (e.g., the Provost or Senior Provost) or Presidential designee. The appeal should be accompanied by a narrative explaining the basis for the appeal. The narrative should fully explain the student's situation and substantiate the reason(s) for advocating a reversal of the prior recommendation or decision

by the Committee or the Dean.

The Provost may grant an appeal only on the basis of one of the following:

1. Evidence of bias of one or more of the members of the Committee or of the Dean.
2. New material documenting information that was not available to the Committee or a relevant Dean at the time of the initial decision.
3. Procedural error.

The Provost may interview the student, but will not conduct a hearing. The Provost will consider the merits of the appeal and may even consult the Chair of the Committee. The Provost will notify the student in writing of the appeal decision. The decision of the Provost shall be final.

#### **Status of Student Pending Action**

Pending resolution on charges, the status of the student will not be altered except in cases where the student has been suspended, in which case an expedited resolution procedure will be in effect. If a student is suspended for any reason, all as-yet undisbursed financial aid may be withheld unless or until the action is fully resolved and the student is reinstated. If reinstated, the financial aid funds can be released to the student. If the student is dismissed, the funds will be returned to the proper agency or lender.

#### **Sanctions**

Sanctions may be imposed by the faculty, the Dean or the Committee.

Sanctions may include the following or combinations thereof:

1. Class A Sanctions:
  - a. Expulsion/dismissal;
  - b. Revocation of awarded

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degree in the event that the violation is identified after graduation.

2. Class B Sanctions:
  - a. Suspension (up to twenty-four months)
3. Class C Sanctions:
  - a. Indication of the disciplinary action in a letter of reprimand, in reference letters, licensure and regulatory forms, etc.;
  - b. Notification of the violation to the other schools within the Touro College and University System;
4. Class D Sanctions:
  - a. Placement on Probation;
  - b. Failure in the course and requiring the student to repeat the entire course/clerkship;
5. Class E Sanctions:
  - a. Ordering student to take additional ethics tutorials intended to assist student to avoid future misconduct;
  - b. Reduction of the grade for a particular submitted piece of work, segment of work required for a course/clerkship or the entire course/clerkship with or without the option of redoing the work;
  - c. Requiring the student to redo the assignment;

#### 6. Other Sanctions:

Other sanctions, as deemed just and proper. For example, repeat offenders may be subject to more stringent sanctions.

#### **Recordkeeping**

Records of the resolution of proceedings shall be kept in accordance with the following:

1. If the Committee finds no merit in the allegation under discussion, the Touro College and University System records of the proceedings shall be sealed and secured in the office of the Dean until such time as any legal statute of limitations has expired. Upon the running of the limitations period, all records shall be destroyed. Should a need arise to open the sealed records, the Provost, Dean, or Chief Compliance Officer shall issue an order to open the record. These records will not go into a student's file.
2. If the Committee determines that there is merit in the allegation, all matters relative to the resolution shall be entered in the student's academic file, with a copy held by the Dean.

A student may see his/her file in accordance with Touro College and University System regulations concerning inspection of records as spelled out in *Guidelines for Access to and Disclosure of Educational Records Maintained by the Touro College and University System*.



**TOURO COLLEGE**